

**ASSOCIATION of
GOVERNMENTS**

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Tribal Government Representative: Andrew Masiel Sr., Pechanga Band of Luiseno Indians

Ventura County: Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Art Brown, Buena Park

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moutpark

MEETING OF THE

EXECUTIVE COMMITTEE

NOTE NEW MEETING TIME

Thursday, August 30, 2007

1:00 p.m. – 2:30 p.m.

SCAG Offices

**818 West 7th Street, 12th Floor
Riverside Conference Room B
Los Angeles, CA 9001
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Shelia Stewart at 213.236.1868 or stewart@scag.ca.gov

Agendas and Minutes for the Executive Committee are also available at:

www.scag.ca.gov/committees/rc.htm

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Southern California Association of Governments Executive Committee Roster

August 2007

Hon. Gary Ovitt, San Bernardino County,	President
Hon. Richard Dixon, Lake Forest	1 st Vice President
Hon. Harry Baldwin, San Gabriel	2 nd Vice President
Hon. Yvonne B. Burke, L.A. County	Immediate Past President
Hon. Jon Edney, El Centro	Chair, CEHD
Hon. Debbie Cook, Huntington Beach	Chair, EEC
Hon. Ron Loveridge, Riverside	Chair, Administration
Hon. Alan Wapner, Ontario	Chair, TCC

EXECUTIVE COMMITTEE

AGENDA

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TIME

“Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee.”

1.0 CALL TO ORDER

Hon. Gary
Ovitt, Chair

2.0 PUBLIC COMMENT PERIOD

3.0 CONSENT CALENDAR

3.1 Approval Items

3.1.1 Minutes of August 2, 2007
Meeting
Attachment

1

3.1.2 Government & Public Affairs
Classification Study Results
Attachment

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3.1.3 Contracts over \$250,000
Attachment

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3.1.4 FY 2008-2009 Comprehensive
Budget Development Schedule
Attachment

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3.1.5 RCP Sustainability Conference
Attachment

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3.1.6 Sponsorship of the 2008 Faster
Freight/Cleaner Air Conference
Attachment

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3.1.7 Contract Manual Amendment
Attachment

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3.1.8 Implementation regarding GASB 45
Irrevocable Trust **Attachment**

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EXECUTIVE COMMITTEE

AGENDA

	PAGE #	TIME
<u>Approval Items - Cont'd</u>		
3.1.9 <u>Public Participation Plan Amendment No.1 Attachment</u>	29	
3.10 <u>Legislative Update</u>		
3.2 <u>Receive & File</u>		
3.2.1 <u>Contracts/Purchase and MOUs Between \$5,000 - \$250,000 Attachment</u>	73	
4.0 <u>DISCUSSION/ACTION ITEMS</u>		
4.1 <u>Discussion/Approval Items</u>		
4.1.1 <u>SCAG /Board Consultant Staff for the President/Executive Committee</u>	Supervisor Ovitt	
4.1.2 <u>Investment Committee Report Attachment</u>	Wayne Moore, CFO	91
4.1.3 <u>Merit Pay Program Attachment</u>	Rhonda Lawrence HR	100
4.1.4 <u>Update on Executive Search</u>	Ralph Anderson & Associates	
5.0 <u>PRESIDENT'S REPORT</u>		
5.1 <u>Appointments</u>		
6.0 <u>EXECUTIVE DIRECTOR'S REPORT</u>		

EXECUTIVE COMMITTEE

AGENDA

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TIME

7.0 CLOSED SESSION ITEMS

- 7.1 Conference with Legal Counsel - Existing Litigation
(Government Code Section 54956.9(a))
City of La Mirada v. SCAG; City of Irvine v. SCAG
- 7.2 Public Employee Performance Evaluation
(Government §54957) Title: Executive Director

8.0 ADJOURNMENT



**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
EXECUTIVE COMMITTEE
August 2, 2007**

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Executive Committee of the Southern California Association of Governments held its meeting at SCAG offices in downtown Los Angeles. There was a quorum.

Committee Members Present

Supervisor Gary Ovitt	President
Supervisor Yvonne Burke	Immediate Past President
Councilmember Richard Dixon	1 st Vice President
Councilmember Harry Baldwin	2 nd Vice President
Mayor Ron Loveridge	Chair, Administration
Councilmember Jon Edney	Chair, CEHD
Councilmember Debbie Cook	Chair, EEC
Councilmember Alan Wapner	Chair, TCC

Regional Council Members Present

Councilmember Paul Nowatka	Chair, Audit Committee
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Staff Present

Mark Pisano, Executive Director
Jim Gosnell, Deputy Executive Director
Wayne Moore, Chief Financial Officer
Hasan Ikhata, Director, Planning & Policy
Keith Killough, Director, Information Services
Joann Africa, Interim Chief Counsel
Colin Lennard, General Counsel
Sylvia Patsauras, Interim Director, Gov Affairs
Debbie Dillon, Human Resources Manager
Judy Owens, Sr. Administrative Assistant
Shelia Stewart, Executive Assistant

1.0 CALL TO ORDER

The meeting was called to order by President Ovitt.

2.0 PUBLIC COMMENT PERIOD

There were no comments.

3.0 DISCUSSION/ACTION ITEMS

3.1 Approval Items

3.1.1 Minutes of July12, 2007 Meeting and

Motion was made (Baldwin) to approve the minutes. Motion was seconded (Wapner) and UNANIMOUSLY APPROVED.

3.1.2 Air Quality Management Plan (AQMP) Update

Mark Pisano stated that California Air Resources Board delayed action on the South Coast AQMP and the State Strategy for ozone and PM 2.5 attainment. Hasan Ihkrata, Director, Planning & Policy, gave a brief update on discussions held this morning at the AQMP workshop regarding the air quality goods movement measures.

3.1.3 SCAG/Board Consultant for the President/Executive Committee

Several scenarios were discussed regarding providing the President/ Executive Committee with a Consultant or an Assistant. There was a consensus that the item should be brought back and further discussed at the August 30th meeting.

3.1.4 Merit Pay Program

The merit pay program will be considered at the August 30, 2007 meeting.

3.1.5 Update on Executive Search

Ralph Anderson & Associates were selected to conduct the Executive Search. Heather Reuschler reported that brochures for the Executive Director's position would be presented to the Executive Committee on August 30th for approval. Copies of the brochures will be available for distribution at the League's annual meeting in September, 2007 as well as other events of planning organizations.

3.1.6 Contract Amendment for General Counsel Services

Joann Africa, Interim Chief Counsel, requested that the Executive Committee authorize, on behalf of the Regional Council, a contract amendment to increase the Fulbright & Jaworski contract for Fiscal Year 2006-07 by \$85,000. Ms. Africa noted that the costs were associated to services performed regarding the RHNA, the San Gabriel Valley COG audit arbitration proceedings, the air quality attainment strategy, the OCCOG audit matter, and general assistance to the Legal Department.

She also noted that the Legal Department had no concern regarding the services performed; just that there was insufficient funding in the contract to cover the costs. Finally, she explained that the proposed increase was within last year's budget of the Legal Department.

Motion was made (Baldwin) to approve a contract amendment to increase Fulbright's contract for FY 06-07 by \$85,000. Motion was second (Dixon) and UNANIMOUSLY APPROVED.

3.1.7 Contract Manual Amendment

Wayne Moore, CFO, stated that President Ovitt requested that a non-competitive procurement be established for training, development and videograph services. Mr. Moore stated that the contract manual should be amended, allowing the President the authority to award contracts up to \$25,000 and amend those contracts up to \$10,000 without competition. He also stated that an updated report would be provided on a regular basis to the Regional Council and Administration Committee.

The recommendation would be presented to the Administration Committee for consideration at the August 30th meeting.

3.1.8 Bottled Water Discussion

It was the consensus of the group that this item be brought back for further discussion at the next meeting.

4.0 **PRESIDENT'S REPORT**

There was no report.

5.0 **EXECUTIVE DIRECTOR'S REPORT**

The report of the Executive Director was emailed to the Regional Council. No oral report was presented.

6.0 **CLOSED SESSION**

Colin Lennard, General Counsel, announced that pursuant to the applicable provisions of the Government Code the Executive Committee would enter into closed session. Motion was made (Baldwin) to enter into closed session. Motion was seconded (Dixon) and UNANIMOUSLY APPROVED.

- Public Employee Performance Evaluation
(Government §54957) Title: Executive Director

There was a review of the Performance Evaluation of the Executive Director.
No final action was taken

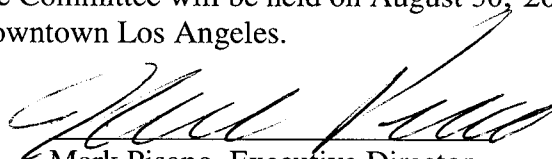
- Conference with Legal Counsel - Anticipated Litigation (Significant exposure to litigation pursuant to Government Code Section §54956.9 (b) One potential case

Staff provided the Executive Committee with information regarding possible anticipated litigation. The Executive Committee provided initial direction to staff regarding using the Audit Committee to assist on this matter. No final action taken.

The Executive Committee reconvened at approximately 2:15 p.m.

7.0 ADJOURNMENT

The next meeting of the Executive Committee will be held on August 30, 2007 at 12:00 noon at SCAG offices in downtown Los Angeles.



Mark Pisano, Executive Director

REPORT

DATE: August 30, 2007

TO: Administration Committee
Executive Committee

FROM: Rhonda Lawrence, Senior Human Resources Analyst, 213-236-1917,
lawrence@scag.ca.gov

SUBJECT: Government and Public Affairs Classification Study Results

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTIONS:

The Personnel Committee acted on August 9, 2007 to recommend approval of the classification levels and the salary ranges for the revised/new Communications, Graphics, Legislative, Member Relations and Public Affairs Series:

Classification	Annual Minimum	Annual Maximum	Salary Range Increase
Public Affairs Specialist I	\$48,606.15	\$ 63,188	New class
Public Affairs Specialist II	\$58,235.38	\$ 75,706	Equal to old Gov Aff Analyst
Public Affairs Specialist III	\$67,367.69	\$ 87,578	16% over old Gov Aff Analyst
Public Affairs Specialist IV	\$76,401.54	\$ 99,322	5.1% over old Sr Gov Aff Analyst
Communications Strategy Officer	\$80,221.54	\$104,288	10% increase over old Sr Comm Sp
Manager of Communications	\$95,470.77	\$124,112	No change
Graphics Designer	\$50,618.46	\$ 65,804	8.9% increase
Web/Graphics Designer	\$55,680.00	\$ 72,384	8.9% increase
Senior Graphics Designer	\$57,072.31	\$ 74,194	8.9% increase
Lead Graphics Designer	\$60,211.54	\$ 78,275	8.9% increase
Legislative Analyst I	\$51,036.15	\$ 66,347	New class
Legislative Analyst II	\$61,243.08	\$ 79,616	5% over old Gov Aff Analyst
Legislative Analyst III	\$67,367.69	\$ 87,578	16% over old Gov Aff Analyst
Legislative Analyst IV	\$76,401.54	\$ 99,322	5.1% over old Sr Gov Aff Analyst
Manager of Legislative Affairs	\$95,470.77	\$124,112	New class
Member Relations Officer I	\$51,036.15	\$ 66,347	New class
Member Relations Officer II	\$61,243.08	\$ 79,616	5% over old Gov Aff Analyst
Member Relations Officer III	\$67,367.69	\$ 87,578	16% over old Gov Aff Analyst
Member Relations Officer IV	\$76,401.54	\$ 99,322	5.1% over old Sr Gov Aff Analyst
Manager of Member Relations	\$95,470.77	\$124,112	No change

REPORT

SUMMARY:

This study is the fourth classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. An all agency benchmark compensation survey will be conducted in January 2008.

The classification study of the Government and Public Affairs classes resulted in creating separate class series for each division to replace the classes of Government Affairs Analyst, Communications Specialist and Senior Government Affairs Analyst. The Legislative Analyst, Member Relations Officer and Public Affairs Specialist class series are recommended to better describe the duties and responsibilities and reflect the different working conditions, and the slightly different skill set used in each division. As with the Regional Planning class series, this study recommends establishing two class levels below the journey level. The Senior Communications Specialist position title is changing to Communications Strategy Officer to reflect the position's responsibility for formulating marketing and communication strategies for all SCAG programs. These changes should aid recruitment and retention.

In 2005 Government and Public Affairs was restructured from a division within the Executive Office to a department. A recruitment was held for the Department Director position. A suitable candidate was not found and the Director of Legal Services assumed responsibilities for the Department. The Department Director, with input from staff, established three divisions within the Government and Public Affairs Department in August 2006. The class of Manager of Member Relations was established in late 2006 for recruitment purposes. This study establishes the class of Manager of Legislative Affairs and updates the position title of Communications Supervisor to Manager of Communications to reflect management responsibility for a small division. No classification changes are recommended for the Graphics Design series.

The salary survey indicated that salaries should be increased for all series. Using the compensation practices established in the 2001 compensation survey, marketplace competitiveness was determined for entry and highest level public affair classes and the journey level graphic designer. The salary ranges for the other class levels within these series were determined by linking the other levels to the surveyed classes. The manager classes were internally aligned with the class of Manager I based on scope and impact of the divisional responsibility. All minimum salaries are based on a 30% vs. 50% spread as indicated in the July Regional Council Informational Report.

BACKGROUND:

The study began during the winter of 2007 and concluded in the spring. All fourteen employees completed a job analysis questionnaire and were interviewed regarding their job duties and responsibilities. Meetings with managers and the department director were held to discuss the functions supported by positions and responsibilities of individual positions.

Base salary information was collected in early 2007 from the 12-agency group which has been used since the last agency-wide classification and compensation study in 2001. The Graphic Designer journey level class was used for comparison and those agencies that have either a Public Affairs or Legislative Analyst class series was used for comparison for the other class series in the department. If an agency had more than one class series similar to the Legislative, Member Relations or Public Affairs class series, they were paid equivalently. Therefore only one class series is used for comparison.

REPORT


Salary survey results comparing the maximums of the salary range for Public Affairs and Graphic classes are listed on the next page. In the 2001 study the Government Affairs Analyst series was not surveyed, but rather linked internally to the Regional Planner series with no explanation provided.

Agency	Entry Level Pub Aff	Highest Level Pub Aff Ana	Graphic Designer
ABAG	57,576	87,708	57,576
City of Long Beach	No Match	No Match	No Match
City of Los Angeles	64,958	90,577	63,162
City of Pasadena	No Match	No Match	51,161
Los Angeles County	No Match	No Match	51,756
MTA	60,486	83,221	66,685
MTC	74,035	120,500	74,035
MWD	66,414	100,339	68,182
OCTA	59,363	79,061	No Match
Orange County	No Match	No Match	48,755
SANDAG	60,750	85,505	57,857
SCAQMD	66,324	79,812	50,004
SCAG Salary Range	new	94,544	60,416
75th Percentile	66,347	99,322	65,804
% Difference from 75th %tile	---	-5.1%	-8.9%

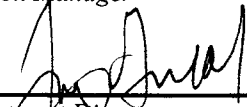
FISCAL IMPACT:

This study results in a minimal immediate fiscal impact. Adequate funds are available in the budget to cover the cost. Employees only move in the salary range if their position is reclassified or at the time of their merit pay performance increase. This study recommends one position for reclassification. Employees receive a 5% increase upon reclassification. The total cost for fiscal year 07/08 is estimated to be \$3,500.

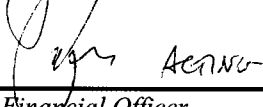
Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

REPORT

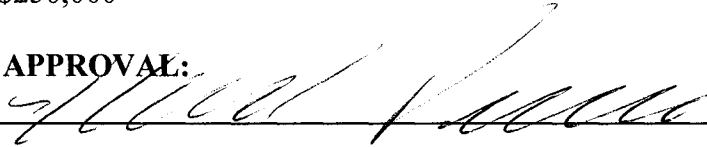
DATE: August 30, 2007

TO: Administration Committee and Regional Council

FROM: Leyton Morgan, Manager of Contracts

SUBJECT: Contracts Over \$250,000

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve

BACKGROUND:

Parsons Brinkerhoff
(Conduct a detailed Commuter Rail Station Needs Assessment for
three specific commuter rail lines within the Metrolink rail system)

\$286,489

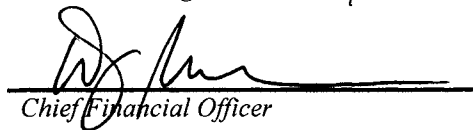
FISCAL IMPACT:

The cost associated with this project are captured in Work Element Number 06-140.SCGC2.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

CONSULTANT CONTRACT

Consultant

Parsons Brinkerhoff Americas Inc.

Scope:

The Southern California Association of Governments in partnership with the Orange County Transportation Authority (OCTA), the Southern California Regional Rail Authority (SCRRA), and the Riverside County Transportation Commission, request funds to conduct a detailed Commuter Rail Station Needs Assessment for three specific commuter rail lines within the Southern California commuter rail system known as Metrolink. The study will assess demand for parking, transit feeder service, airport fly-away service, specific way-finding opportunities and/or general station needs at 15 commuter rail stations located along the 91 Line (Riverside to Fullerton to Los Angeles), the Inland Empire to Orange County Line, and the Orange County Line.

Contract Amount:

Total not to exceed **\$286,489**

Parsons Brinkerhoff Americas Inc.	\$218,464
Sharon Green & Asso.	\$45,025
OP&C	\$10,000
Sarah Catz	\$13,000

Contract Period:

September 3, 2007 through July 31, 2008

Work Element:

06-140.SCGC2 \$287,340

Funding Source: FTA,
Riverside County

Request for Proposal:

A bid alert notice for RFP 07-082 was emailed to 450 consultants, and the RFP was posted on SCAG's bid management system. A total of 64 firms downloaded the RFP. The following five consultant(s) responded to the RFP:

Parsons Brinkerhoff/Sharon Green & Asso. OP&C/Sarah Catz	\$286,489
Wilbur Smith Associates/The Planning Center	\$287,000
IBI/DMR/LSA/OP&C Arellano & Associates	\$286,740
Arup Americas/RTKL/Economic Research/ The Robert Group	\$281,433
Kittesson & Asso./Kodama/GRC	\$280,995

Selection Process:

The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five proposers.

The PRC was comprised of the following individuals:

Sheldon Peterson, Rail Programs Manager, RCTC
Abbe McClenahan, Principal Transportation Analyst, OCTA
Lea Simpson, Transportation Planner, Caltrans Dist. 7
André Darmanin, Regional Transit Planner, SCAG

Basis for Selection:

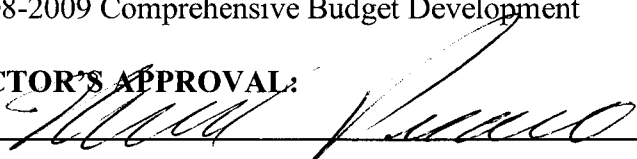
The PRC committee recommends Parsons Brinckerhoff for the contract award because of the firm's qualifications to fulfill the requirements of the project. Their firm is one of the few world renowned consultants who have experience in a variety of planning fields, including rail corridor studies. The strength of their lead project manager as well as their multidisciplinary approach drawn in their multitude of studies separated their team from the other proposers. Parsons Brinckerhoff is willing and able to meet the highly demanding requirements of this project given their detail-oriented approach as outlined in their proposal.

Parsons Brinckerhoff has performed a considerable amount of rail transportation work for SCAG in the past and is very knowledgeable about key rail issues facing the region. They are currently completing a study regarding the construction and management of the LOSSAN North Corridor. Their proposal and presentation was thorough and better addressed the key issues outlined in the scope of work than did the other proposers.

REPORT

DATE: August 30, 2007
TO: Administration Committee and Regional Council
FROM: Wayne Moore, CFO, moore@scag.ca.gov, 213.236.1804
SUBJECT: FY 2008-2009 Comprehensive Budget Development

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the FY 2008-2009 Comprehensive Budget Development Schedule

BACKGROUND:

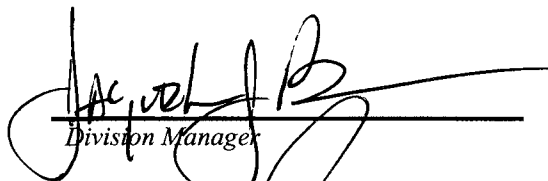
A schedule for the development of the FY 2008-2009 comprehensive budget has been completed. This attached schedule accommodates all federal and state guidelines and shows the dates of action required by SCAG management and staff, the Regional Council, the Inter-modal Planning Group, FHWA and Caltrans.

As a Metropolitan Planning Organization, SCAG is required to develop an annual Overall Work Program (OWP). The OWP is developed and represents a major part of the comprehensive budget, which is funded by FHWA and FTA. The comprehensive budget will include the OWP and all other Federal and State grant program budgets, the General Fund, and the Indirect Cost Allocation Plan (ICAP) and budgets. Completion of these tasks takes a significant amount of time and coordination. To ensure that all SCAG, Caltrans and FHWA due dates are met; a schedule has been developed to keep the process on track. Distribution of the schedule will assist the Regional Council, sub regions, Caltrans, FHWA and SCAG in knowing what the schedule dates are during the development period.

FISCAL IMPACT:

There is no fiscal impact to the FY07-08 Comprehensive Budget.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

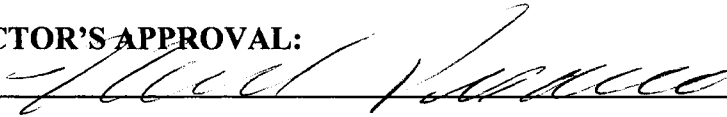
DRAFT
FY 2008-09 Comprehensive Budget Development Schedule

Task	Agency	Completion Date 2008-09	
Management approves Draft Schedule	SCAG	August 20, 2007	Management Action
Draft Schedule mailed to RC	SCAG	August 20, 2007	
Draft Schedule is approved	RC	August 30, 2007	RC Action
Discuss/establish priorities with subregions	SCAG & Subregions	September 20, 2007	
RC approves priorities	RC	October 4, 2007	RC Action
Subregional & staff projects requested	SCAG	October 8, 2007	
Subregional OWP training	SCAG & Subregions	October 10, 2007	
Subregional project proposal write-ups due	Subregions	November 13, 2007	
Staff project proposal write-ups due	SCAG	November 13, 2007	
Project selection completed	SCAG	December 6, 2007	
Draft OWP/Comprehensive Budget document completed	SCAG	January 21, 2008	
Draft OWP/Comprehensive Budget is finalized/RC Workshop	SCAG	February 7, 2008	
Indirect Cost Allocation Plan sent to Caltrans	SCAG	February 28, 2008	
RC approves release of Draft OWP for comment	RC	March 7, 2008	RC Action
RC Approves Indirect Cost Budget Allocation Plan and GF	RC	March 7, 2008	RC Action
Draft OWP released for public comment	SCAG	March 7, 2008	
Draft OWP sent to Caltrans	SCAG	March 7, 2008	
Public comment period closes	SCAG	April 4, 2008	
Receive Caltrans comments on Draft OWP	SCAG	April 7, 2008	
Responses to public comments completed	SCAG	April 14, 2008	
Finalize OWP based on comments	SCAG	April 21, 2008	
Print and mail final OWP to RC	SCAG	April 21, 2008	
IPG meeting	All	April, 2008	
Submit Final OWP to Caltrans	SCAG	May 1, 2008	
RC approves Final OWP	RC	May 1, 2008	RC Action
GA approves GF Budget	GA	May 1, 2008	GA Action
Caltrans submits Final OWP for FHWA approval	Caltrans	June, 2008	
FHWA grants approval of OWP to Caltrans	FHWA	By 6/30/2008	FHWA Action
Caltrans approves SCAG OWP	Caltrans	By 6/30/2008	Caltrans Action

REPORT

DATE: August 30, 2007
TO: Administrative Committee
FROM: Douglas Kim, SCAG Consultant; kimd@scag.ca.gov, (213) 236-1967
SUBJECT: Regional Comprehensive Plan Sustainability Conference

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Co-fund \$10,000 toward the cost of hosting a Regional Comprehensive Plan Sustainability Conference in January 2008.

BACKGROUND:

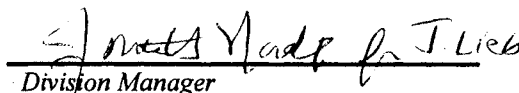
The pending update to the Regional Comprehensive Plan (RCP) will lay out a vision for how Southern California can achieve sustainability in nine areas of policy, including Transportation, Land Use and Housing, Water, Air Quality, Solid Waste, Energy, Open Space, Economy, and Security and Emergency Preparedness.

Staff proposes a one-day conference in January to highlight the challenges and opportunities associated with the RCP and sustainability mandates from AB 32. Speakers would include high-profile leaders active in developing sustainable policies and programs associated with natural resources, the economy, and quality-of-life initiatives. Invited attendees would include Regional Council and policy committee members, other elected officials, and other public and private sector stakeholders involved with transportation, land use, economy, security, water, solid waste, air quality, and other resource planning industries.

FISCAL IMPACT:

The co-sponsorship budget is captured in the approved FY07-08 General Fund Budget within work element 08-800.SCGS9. Any additional funding requirements will be secured through sponsorships and conference registration.

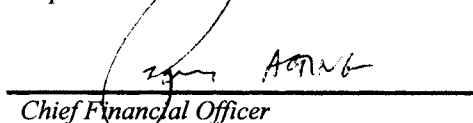
Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

REPORT

DATE: August 30, 2007
TO: Administration Committee and Regional Council
FROM: Jonathan Nadler, Planning & Policy (213) 236-1884 email nadler@scag.ca.gov
SUBJECT: Sponsorship of the 2008 Faster Freight – Cleaner Air Conference

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve \$25,000 sponsorship of hosting the 2008 Faster Freight - Cleaner Air Conference

BACKGROUND:

Faster Freight – Cleaner Air (FFCA) is an annual three-day conference and expo where attendees receive the latest information about technologies and programs working to reduce emissions and move freight faster through the port and transportation corridors. The attendee base includes representatives of all sectors of the goods movement industry, including government agencies, transportation planners, technology providers, public health researchers, community groups, labor unions, and students. Over 800 attendees from the all over the world participated in the 2007 conference. Highlighted speakers at FFCA 2007 included Secretary Mary Peters, US DOT, Stephen L. Johnson, Administrator, US EPA, Alan Lowenthal, California State Senate, Mayor Bob Foster, City of Long Beach, Mayor Antonio Villaraigosa, City of Los Angeles, S. David Freeman, President, Los Angeles Board of Harbor Commissioners, James Hankla, President, Long Beach Board of Harbor Commissioners, James R. Young, Chairman and CEO, Union Pacific Corporation, and numerous others.

SCAG has previously been a host sponsor for this event, which includes a seat on the steering committee. As a host agency, SCAG President Ovitt would be offered the opportunity to provide opening remarks.

This conference has become a leading forum to address the issues of growth and congestion relating to goods movement and the impact on air quality. SCAG's sponsorship will allow the Agency to continue its leadership role in addressing the issues associated with goods movement through the region.

FISCAL IMPACT:

The sponsorship budget is captured in the approved FY07-08 General Fund Budget within work element 08-800.SCGS9.

Reviewed by: _____

Department Director

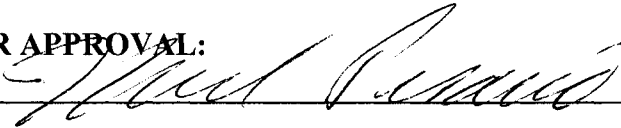
Reviewed by: _____

Chief Financial Officer

REPORT

DATE: August 30, 2007
TO: Executive Committee
FROM: Wayne Moore, Chief Financial Officer, 213-236-1804
SUBJECT: Contract Manual Amendment

EXECUTIVE DIRECTOR APPROVAL:



RECOMMENDED ACTION:

Amend sections 8.1.1 (Formal Request for Proposal/Bid) and 8.1.2 (Informal Request for Proposal/Bid) of the SCAG Contract Manual to establish specific policy to govern contracts funded from the General Fund.

BACKGROUND:

The current SCAG Contract Manual does not specifically address a policy that governs contracts funded from the General Fund. With recent and future potential contracting needs, staff recommends the Regional Counsel formalize a policy that will be consistent with existing policy for contracts funded from Consolidated Planning Grant (CPG) funds, FHWA and FTA and state funded grants.

If approved, staff would amend the previously mentioned sections of the SCAG Contract Manual to add the following text effective with the beginning of FY07/08:

The Regional Council, through its President, shall have the authority to award contracts up to \$25,000 and amend the same up to \$10,000, without competition. Staff will report the award and any amendments of these contracts as information items on the Administration Committee and Regional Council Agenda's.

The award of a contract with an estimated value greater than \$25,000 but less than \$100,000 shall be accomplished by obtaining a minimum of three (3) written quotes from qualified suppliers/vendors. Staff will report the award of these contracts as information items on the Administration Committee and Regional Council Agenda's.

Excluding noncompetitive contracts, the Regional Council through its President can amend a contract up to 30% of the contract's original value. These amendments will be reported as information items on the Administration Committee and Regional Council Agendas. Any amendment(s) with an aggregate amount that adds up to more than 30% of the contract's original value requires Regional Council approval prior to amending the contract.

REPORT

All other contracts shall be competitively procured in accordance with the section 8.1 Formal Request for Proposal/Bid. Staff will report the award of contracts exceeding \$100,000, but less than \$250,000, as information items on the Administration Committee and Regional Council Agenda's. Contracts exceeding \$250,000 must be approved by the Regional Council.

In all other respects contracts funded from the General fund will comply with policies set forth in SCAG's Contract Manual.

FISCAL IMPACT:

None.

Reviewed by:


Division Manager

Reviewed by:

Chief Financial Officer

REPORT

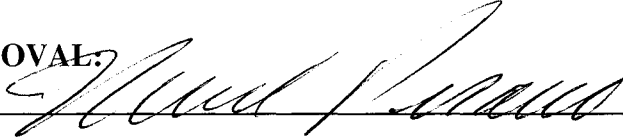
DATE: August 30, 2007

TO: Investment Subcommittee, Administration Committee

FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov

SUBJECT: IMPLEMENTATION REGARDING GASB 45 IRREVOCABLE TRUST

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Recommend that the Administration Committee approve the following documents relating to the implementation of the Governmental Accounting Standards Board Statement No. 45 (GASB 45) Irrevocable Trust:

- (1) Agreement and Election to Prefund Other Post Employment Benefits with CalPERS; and the
- (2) Resolution No. 07-490-1 providing for the Delegation of Authority to Request Disbursements.

BACKGROUND:

On July 12, 2007, the Regional Council accepted the joint recommendation of the Audit and Personnel Committees to establish an irrevocable trust to accumulate funding for SCAG's Other Post Employment Benefits (OPEB) to address GASB 45 requirements.

SCAG contracts with CalPERS for employee health benefits under the Public Employees' Medical and Hospital Care Act (PEMHCA) and is thus able to use the California Employers' Retiree Benefit Trust (CERBT) Fund. This is an investment vehicle for prefunding future OPEB costs.

The CERBT Fund is a Section 115 trust set up for the purpose of receiving employer contributions that will prefund OPEB costs for retirees and their beneficiaries. CalPERS has 75 years experience in administering employer-sponsored plans; they have administered public employee pension plans since 1932. Over the past twenty years, the average annual rate of return on investments was 10%. CalPERS charges lower administrative fees than the private sector. Over the past ten years, the average annual cost of managing the pension fund at CalPERS was 0.25 percent of assets. Private sector money managers charge 1% or more.

To participate in the CalPERS CERBT Fund, SCAG must:

- (a) Obtain an actuarial valuation using the actuarial assumptions and methods prescribed by CalPERS;
- (b) Adopt and execute the attached Agreement and Election to Prefund Other Post Employment Benefits;
- (c) Adopt the attached Resolution regarding the delegation of authority to request disbursements from SCAG's prefunding plan; and
- (d) Submit the Agreement, Resolution and the valuation to CalPERS for approval.

REPORT

The minimum contribution is the lesser of \$5,000 or the amount of the annual required contribution (ARC). The ARC is the actuarially determined amount that if set aside, will in time, satisfy the cost of all benefits promised. Employers are not required to fund the entire amount of the ARC. Contributions will be accepted seven days after the date the Agreement and Election to Prefund is approved by CalPERS.

FISCAL IMPACT:

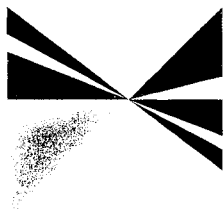
The ARC for increasing SCAG's retiree medical contribution 2% triennially is \$579,000. This is \$206,000 more than the pay-as-you-go amount of \$373,000 budgeted in FY08. The FY08 budget also includes \$30,000 for actuarial services.

Reviewed by:

Division Manager

Reviewed by:

Chief Financial Officer


**ASSOCIATION of
GOVERNMENTS**
Main Office

818 West Seventh Street

12th Floor

Los Angeles, California

90017-3435

t (213) 236-1800

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www.scag.ca.gov

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Imperial County: Victor Carrillo, Imperial County • Ion Edney, El Centro

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Orange County: Chris Norby, Orange County • Christine Barnes, La Palma • John Beauman, Brea • Lou Bone, Tustin • Debbie Cook, Huntington Beach • Leslie Daigle, Newport Beach • Richard Dixon, Lake Forest • Troy Edgar, Los Alamitos • Paul Glaab, Laguna Niguel • Robert Hernandez, Anaheim • Sharon Quirk, Fullerton

Riverside County: Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Gary Ovitt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallon, Highland • Deborah Robertson, Rialto • Alan Wapner, Ontario

Tribal Government Representative: Andrew Masiel Sr., Pechanga Band of Luiseno Indians

Ventura County: Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Art Brown, Buena Park

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moorpark

RESOLUTION No. 07-490-1
**RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS PROVIDING FOR THE DELEGATION OF
AUTHORITY TO REQUEST DISBURSEMENTS OF CALPERS
PREFUNDING PLAN RELATING TO OTHER POST EMPLOYMENT
BENEFITS**

WHEREAS, the Southern California Association of Governments (SCAG) is a Joint Powers Agency established pursuant to Section 6502 et seq. of the California Government Code;

WHEREAS, SCAG is a contracting agency with the California Public Employees' Retirement System (CalPERS) under the Public Employees' Medical and Hospital Care Act, and has elected to participate in CalPERS' California Employer's Retiree Benefit Trust Program (hereinafter referred to as "CERBT" or "Prefunding Plan") to assist in SCAG's payment of health care costs or other post employment benefits pursuant to the requirements of GASB 45; and

WHEREAS, SCAG is authorized to request disbursements from SCAG's prefunding account under the Prefunding Plan in accordance with procedures established by the CalPERS Board. Such procedures require that SCAG delegate who has the authority to request disbursements on behalf of SCAG, and this resolution establishes such delegation of authority.

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council of the Southern California Association of Governments as follows:

1. The Regional Council hereby delegates to the incumbents in the positions of Executive Director and Chief Financial Officer the authority to request on behalf of SCAG disbursements from the Other Post Employment Prefunding Plan administered by CalPERS and to certify as to the purpose for which the disbursed funds will be used.

2. SCAG's Chief Financial Officer or his designee is authorized to transmit a copy of this Resolution to CalPERS for its records.

APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at a regular meeting this 30th day of August 2007.

Attested by:

Mark Pisano
Executive Director

Gary Ovitt
President
Supervisor, San Bernardino County

Approved as to Form:

Joanna Africa
Interim Director of Legal Services

CALIFORNIA EMPLOYER'S RETIREE BENEFIT TRUST PROGRAM ("CERBT")

**AGREEMENT AND ELECTION
OF**

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)

(NAME OF EMPLOYER)

**TO PREFUND OTHER POST EMPLOYMENT
BENEFITS THROUGH CalPERS**

WHEREAS (1) Government Code Section 22940 establishes in the State Treasury the Annuitants' Health Care Coverage Fund for the prefunding of health care coverage for annuitants (Prefunding Plan); and

WHEREAS (2) The California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control and power over the administration and investment of the Prefunding Plan (sometimes also referred to as CERBT), the purposes of which include, but are not limited to (i) receiving contributions from participating employers and establishing separate Employer Prefunding Accounts in the Prefunding Plan for the performance of an essential governmental function (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the Prefunding Plan and to pay for health care costs or other post employment benefits in accordance with the terms of participating employers' plans; and

WHEREAS (3) SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)
(NAME OF EMPLOYER)

(Employer) is a contracting agency under the Public Employees' Medical and Hospital Care Act (PEMHCA) administered by the Board, and desires to participate in the Prefunding Plan upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the Prefunding Plan upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Other Post Employment Benefits (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The Prefunding Plan is a trust fund that is intended to perform an essential governmental function within the meaning of Section 115 of the Internal Revenue Code as an agent multiple-employer plan as defined in Governmental Accounting Standards Board (GASB) Statement No. 43 consisting of an aggregation of single-employer plans, with pooled administrative and investment functions;

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Representation and Warranty

Employer represents and warrants that it is a political subdivision of the State of California or an entity whose income is excluded from gross income under Section 115 (1) of the Internal Revenue Code.

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the Prefunding Plan by adopting this Agreement and filing with the CalPERS Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS Employer Services Division
 P.O. Box 942709
 Sacramento, CA 94229-2709

Filing in person, deliver to:
 CalPERS Mailroom
 Attn: Employer Services Division
 400 Q Street
 Sacramento, CA 95814

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both CalPERS and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the Prefunding Plan, to carry out the purposes of this Agreement, and to maintain the tax exempt status of the Prefunding Plan. Employer agrees to follow such procedures and processes.

C. Actuarial Valuation and Employer Contributions

(1) Employer shall provide to the Board an actuarial valuation report on the basis of the actuarial assumptions and methods prescribed by the Board. Such report shall be for the Board's use in financial reporting, shall be prepared at least as often as the minimum frequency required by GASB Statement No. 43, and shall be:

- (a) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
- (b) prepared in accordance with generally accepted actuarial practice and GASB Statement Nos. 43 and 45; and,
- (c) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.

(2) The Board may reject any actuarial valuation report submitted to it, but shall not unreasonably do so. In the event that the Board determines, in its sole discretion, that the actuarial valuation report is not suitable for use in the Board's financial statements or if Employer fails to provide a required actuarial valuation, the Board may obtain, at Employer's expense, an actuarial valuation that meets the Board's financial reporting needs. The Board may recover from Employer the cost of obtaining such actuarial valuation by billing and collecting from Employer or by deducting the amount from Employer's account in the Prefunding Plan.

(3) Employer shall notify the Board of the amount and time of contributions which contributions shall be made in the manner established by the Board.

(4) Employer contributions to the Prefunding Plan may be limited to the amount necessary to fully fund Employer's actuarial present value of total projected benefits, as supported by the actuarial valuation acceptable to the Board. As used throughout this document, the meaning of the term "actuarial present value of total projected benefits" is as defined in GASB Statement No. 45. If Employer's contribution causes its assets in the Prefunding Plan to exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board may refuse to accept the contribution.

(5) Any Employer contribution will be at least \$5000 or be equal to Employer's Annual Required Contribution as that term is defined in GASB Statement No. 45. Contributions can be made at any time following the seventh day after the effective date of the Agreement provided that Employer has first complied with the requirements of Paragraph C.

D. Administration of Accounts, Investments, Allocation of Income

- (1) The Board has established the Prefunding Plan as an agent plan consisting of an aggregation of single-employer plans, with pooled administrative and investment functions, under the terms of which separate accounts will be maintained for each employer so that Employer's assets will provide benefits only under employer's plan.
- (2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the Prefunding Plan (Employer's Prefunding Account).
- (3) Employer's Prefunding Account assets may be aggregated with prefunding account assets of other employers and may be co-invested by the Board in any asset classes appropriate for a Section 115 Trust.
- (4) The Board may deduct the costs of administration of the Prefunding Plan from the investment income or Employer's Prefunding Account in a manner determined by the Board.
- (5) Investment income shall be allocated among employers and posted to Employer's Prefunding Account as determined by the Board but no less frequently than annually.
- (6) If Employer's assets in the Prefunding Plan exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board, in compliance with applicable accounting and legal requirements, may return such excess to Employer.

E. Reports and Statements

- (1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.
- (2) The Board shall prepare and provide a statement of Employer's Prefunding Account at least annually reflecting the balance in Employer's Prefunding Account, contributions made during the period and income allocated during the period, and such other information as the Board determines.

F. Disbursements

- (1) Employer may receive disbursements not to exceed the annual premium and other costs of post employment healthcare benefits and other post employment benefits.
- (2) Employer shall notify CalPERS in writing in the manner specified by CalPERS of the persons authorized to request disbursements from the Prefunding Plan on behalf of Employer.

1. Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
2. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three delivery days after deposit in a United States Postal Service office or mailbox.
3. Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
4. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, Notice is effective on delivery, if delivery is confirmed by the delivery service.
5. Telex or Facsimile Transmission. When sent by telex or fax to the last telex or fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by telex or fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a nonbusiness day.
6. E-mail transmission. When sent by e-mail using software that provides unmodifiable proof (i) that the message was sent, (ii) that the message was delivered to the recipient's information processing system, and (iii) of the time and date the message was delivered to the recipient along with a verifiable electronic record of the exact content of the message sent.

Addresses for the purpose of giving notice are as shown in Paragraph B.(1) of this Agreement.

- (b) Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- (c) Any party may change its address, telex, fax number, or e-mail address by giving the other party notice of the change in any manner permitted by this Agreement.

with such appointment shall be paid from the assets attributable to contributions by Employer.

(9) If Employer should breach the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the Prefunding Plan.

I. General Provisions

(1) Books and Records.

Employer shall keep accurate books and records connected with the performance of this Agreement. Employer shall ensure that books and records of subcontractors, suppliers, and other providers shall also be accurately maintained. Such books and records shall be kept in a secure location at the Employer's office(s) and shall be available for inspection and copying by CalPERS and its representatives at any time.

(2) Audit.

- (a) During and for three years after the term of this Agreement, Employer shall permit the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, at all reasonable times during normal business hours to inspect and copy, at the expense of CalPERS, books and records of Employer relating to its performance of this Agreement.
- (b) Employer shall be subject to examination and audit by the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, during the term of this Agreement and for three years after final payment under this Agreement. Any examination or audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement. Employer shall cooperate fully with the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, in connection with any examination or audit. All adjustments, payments, and/or reimbursements determined to be necessary by any examination or audit shall be made promptly by the appropriate party.

(3) Notice.

- (a) Any notice, approval, or other communication required or permitted under this Agreement will be given in the English language and will be deemed received as follows:

(4) After Employer's participation in the Prefunding Plan terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After thirty-six (36) months have elapsed from the effective date of this Agreement:

- (a) Employer may request a trustee to trustee transfer of the assets in Employer's Prefunding Account. Upon satisfactory showing to the Board that the transfer will satisfy applicable requirements of the Internal Revenue Code and the Board's fiduciary duties, then the Board shall effect the transfer within one hundred twenty (120) days. The amount to be transferred shall be the amount in the Employer's Prefunding Account as of the disbursement date and shall include investment earnings up to the investment earnings allocation date immediately preceding the disbursement date. In no event shall the investment earnings allocation date precede the transfer by more than 120 days.
- (b) Employer may request a disbursement of the assets in Employer's Prefunding Account. Upon satisfactory showing to the Board that all of Employer's obligations for payment of post employment health care benefits and other post employment benefits and reasonable administrative costs of the Board have been satisfied, then the Board shall effect the disbursement within one hundred twenty (120) days. The amount to be disbursed shall be the amount in the Employer's Prefunding Account as of the disbursement date and shall include investment earnings up to the investment earnings allocation date immediately preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement by more than 120 days.

(6) After Employer's participation in the Prefunding Plan terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate.

(7) If, for any reason, the Board terminates the Prefunding Plan, the assets in Employer's Prefunding Account shall be paid to Employer after retention of (i) amounts sufficient to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants, and (ii) amounts sufficient to pay reasonable administrative costs of the Board.

(8) If Employer ceases to exist but Employer's Prefunding Plan continues to exist and if no provision has been made by Employer for ongoing payments to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants, the Board is authorized to and shall appoint a third party administrator to carry out Employer's Prefunding Plan. Any and all costs associated

(3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board. The Board may require that Employer certify or otherwise establish that the monies will be used for the purposes of the Prefunding Plan.

(4) Requests for disbursements that satisfy the requirements of paragraphs (2) and (3) that are received on or after the first of a month will be processed by the 15th of the following month. (For example, a disbursement request received on or between March 1st and March 31st will be processed by April 15th; and a disbursement request received on or between April 1st and April 30th will be processed by May 15th.)

(5) CalPERS shall not be liable for amounts disbursed in error if it has acted upon the instruction of an individual authorized by Employer to request disbursements. In the event of any other erroneous disbursement, the extent of CalPERS' liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.

(6) No disbursement shall be made from the Prefunding Plan which exceeds the balance in Employer's Prefunding Account.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the Prefunding Plan, as determined by the Board.

H. Termination of Employer Participation in Prefunding Plan

(1) The Board may terminate Employer's participation in the Prefunding Plan if:

- (a) Employer gives written notice to the Board of its election to terminate;
- (b) Employer ceases to be a PEMHCA participant;
- (c) The Board finds that Employer fails to satisfy the terms and conditions of this Agreement or of the Board's rules or regulations.

(2) If Employer's participation in the Prefunding Plan terminates for any of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the Prefunding Plan, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D.

(3) After Employer's participation in the Prefunding Plan terminates, Employer may not make contributions to the Prefunding Plan.

- (d) All notices, requests, demands, amendments, modifications or other communications under this Agreement shall be in writing. Notice shall be sufficient for all such purposes if personally delivered, sent by first class, registered or certified mail, return receipt requested, delivery by courier with receipt of delivery, facsimile transmission with written confirmation of receipt by recipient, or e-mail delivery with verifiable and unmodifiable proof of content and time and date of sending by sender and delivery to recipient. Notice is effective on confirmed receipt by recipient or 3 business days after sending, whichever is sooner.

(4) Modification

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by the party to be charged.

(5) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of their Agreement shall survive the termination of this Agreement until such time as all amounts in Employer's Prefunding Account have been disbursed.

(6) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(7) Necessary Acts, Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

A majority vote of Employer's Governing Body at a public meeting held on the 30th
day of the month of August 2007, authorized entering into this
Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Gary Ovitt, President

Name of Governing Body: Southern California Association of Governments (SCAG)

Name of Employer: Southern California Association of Governments (SCAG)

Date: _____

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
ACTUARIAL AND EMPLOYER SERVICES BRANCH
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS

The effective date of this Agreement is: _____

REPORT


DATE: August 30, 2007

TO: Transportation and Communications Committee
Executive Committee

FROM: Cheryl Collier, Communications Supervisor, 213.236.1942, collier@scag.ca.gov
Justine Block, Deputy Legal Counsel, 213.236.1920, block@scag.ca.gov

SUBJECT: Public Participation Plan Amendment No. 1

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Recommend to approve and adopt Public Participation Plan Amendment No. 1.

BACKGROUND:

SCAG's Public Participation Plan serves as a guide for SCAG's public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional transportation plans and programs.

As a metropolitan planning organization (MPO), SCAG is responsible for preparing and utilizing a Plan which is developed in consultation with all interested parties and provides reasonable opportunities for interested parties to comment on the content of SCAG's Regional Transportation Plan (RTP) and the Transportation Improvement Program (RTIP) (also known as the Federal Transportation Improvement Program), pursuant to the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU), Pub. L. No. 109-59, Title VI, Section 6001(a), 119 Stat. 1839 (Aug. 10, 2005).

SCAG made significant efforts to reach out to interested parties, encourage feedback, and involve interested parties in the development of the Plan's strategies and procedures and will continue these efforts in future updates to the Plan.

In March, the Regional Council adopted the Public Participation Plan. It was anticipated that future amendments may be needed as SCAG staff continued to work with FHWA and FTA on addressing the Department of Transportation's Statewide Transportation Planning; Metropolitan Transportation Planning; Final Rule published in the Federal Register on February 14, 2007.


The Public Participation Plan Amendment No. 1 includes Appendix "A" a new addition to the adopted Public Participation Plan that provides more explicit details as to SCAG's strategies, procedures and techniques for public participation on the RTP, RTIP and Overall Work Program (OWP).


REPORT


As part of our continuing effort to engage interested parties in the development of our public participation activities, SCAG conducted an email survey of 3,600 individuals within SCAG's contact databases which asked several questions to help SCAG determine how to improve our public participation and outreach efforts. Comments from the 376 surveys received were considered in the development of strategies and procedures in the draft Public Participation Plan Amendment No. 1. SCAG's Transportation and Communication Committee (TCC), at their July 12 meeting, approved the release of the Public Participation Plan Amendment No. 1 for a 45-day public comment and review period. Comments received thus far during the 45-day public comment period were reviewed and considered in the development of the final Public Participation Plan Amendment No. 1. At the time that this report was prepared, there have been no comments received from the Federal agencies on this Amendment. The close of the public comment period is 5:00 pm on August 28. Staff will report on any substantive comments received, if any, at the August 30 TCC meeting that would require a formal response or change to the Plan.

FISCAL IMPACT:

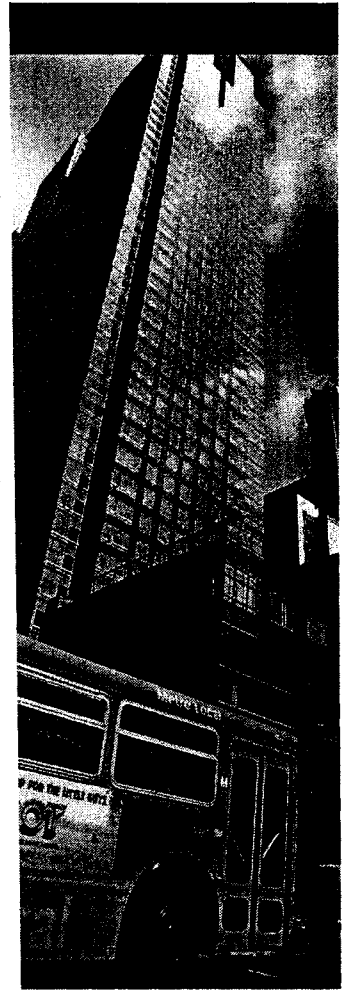
This item has no fiscal impact on SCAG.

Reviewed by: 
Division Manager

Reviewed by: 
Department Director

Reviewed by: 
Chief Financial Officer

Southern California Association of Governments PUBLIC PARTICIPATION PLAN



Amendment No. 1
August 2007

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Public Participation Plan

Executive Summary

This Public Participation Plan ("Plan") serves as a guide for SCAG's public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs.

As a metropolitan planning organization (MPO), SCAG is responsible for preparing and utilizing a Plan which is developed in consultation with all interested parties and provides reasonable opportunities for interested parties to comment on the content of SCAG's Regional Transportation Plan (RTP) and the Transportation Improvement Program (RTIP). Detailed strategies, procedures, and techniques for carrying out the participation process for the RTP, RTIP, and Overall Work Program (OWP), are described in the Plan.

To ensure compliance with federal and state requirements, SCAG intends to outreach to and seek participation from the following participants in the development of regional plans and programs: citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, Tribal Governments, transit operators, governmental agencies and non-profit organizations and other interested parties such as the subregions, ethnic and minority groups, older and retired persons, special interest non-profit agencies, environmental groups, educational institutions, women's organizations, and the private sector.

SCAG made significant efforts to reach out to interested parties, encourage feedback, and involve interested parties in the development of the Plan's strategies and procedures and will continue these efforts in future updates to the Plan.

Public Participation Plan

Amendment No. 1

“Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed, it is the only thing that ever has.” Margaret Mead

Purpose of SCAG’s Public Participation Plan

The awareness and involvement of interested persons in governmental processes are critical to successful regional transportation planning and programming. When the public is engaged in the process, their feedback helps assure projects address community needs. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with transportation planning. This Public Participation Plan (“Plan”) serves as a guide for SCAG’s public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs.

Introduction

Since its inception, the Southern California Association of Governments (SCAG) has engaged in a public involvement process in developing its regional transportation plans and programs. As a result of changes in the metropolitan planning law in 2005, SCAG will broaden its current participation activities to engage a more extensive group of stakeholders in its planning and programming processes.

As a metropolitan planning organization (MPO), SCAG is responsible for preparing and utilizing a Plan which is developed in consultation with all interested parties and provides reasonable opportunities for interested parties to comment on the content of SCAG’s Regional Transportation Plan (RTP) and the Transportation Improvement Program (RTIP) (also known as the Federal Transportation Improvement Program), pursuant to the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU), Pub. L. No. 109-59, Title VI, Section 6001(a), 119 Stat. 1839 (Aug. 10, 2005).

The participation procedures incorporated into this Plan are intended to afford interested parties a specific opportunity to comment on the Plan prior to its approval. The Plan contains an expanded list of Interested Parties, including governmental agencies and nonprofit organizations that receive Federal assistance from a source other than the Department of Transportation (DOT) to provide non-emergency transportation services and recipients of assistance under 23 U.S.C. 204.

In addition to developing and carrying out a Plan, SCAG is required to consult with State, local, and Tribal Governments in development of its RTPs and RTIPs. SCAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by SCAG's RTP and RTIP (including, as appropriate, State & local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

As part of developing other plans and programs for which SCAG is responsible, SCAG carries out additional participation activities, including but not limited to: collaboration with transportation partners in development of the SCAG Overall Work Program, pursuant to 23 C.F.R. 450.314 and State guidance; scoping meetings and public review of the Draft Program EIR (PEIR) for the RTP, as required by applicable California Environmental Quality Act (CEQA) Guidelines, 14 C.C.R. Ch. 3, Art. 7; and, public participation in the development of a methodology for the Regional Housing Needs Allocation Plan, pursuant to Govt. Code Section 65584.04(c).

This Plan is intended to guide the participation process and to coordinate the process with SCAG's consultation activities and other responsibilities. Detailed strategies, procedures, and techniques for carrying out the participation process for the RTP, RTIP, and Overall Work Program (OWP), are described in "Appendix A," of this Plan, and incorporated herein by this reference.

Public Participation Plan Requirements

SCAG's Public Participation Plan must comply with the following requirements provided under 23 U.S.C. 134, subsections (i)(5), and (j)(1)(B) which are summarized as follows:

1. SCAG shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled,

and other interested parties with a reasonable opportunity to comment on the RTP.

2. The participation plan shall be developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
3. In carrying out the participation process, SCAG must, to the maximum extent practicable--
 - (i) hold any public meetings at convenient and accessible locations and times;
 - (ii) employ visualization techniques to describe plans; and
 - (iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate, to afford reasonable opportunity for consideration of public information under paragraph 1 above.
4. The RTP shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, approved by the metropolitan planning organization and submitted for information purposes to the Governor at such times and in such manner as the Secretary shall establish.
5. In developing the RTIP and before approving the RTIP, SCAG, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with the same requirements described above.

The Public Participation Plan further incorporates the requirements of the applicable regulations, 23 CFR 450.316(a) (See 72 FR 7273; February 14, 2007), as follows:

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity

regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

Consultation Requirements

SCAG must consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan. The consultation shall involve, as appropriate:

- 1) Comparison of transportation plans with State conservation plans or maps, if available; or
- 2) Comparison of transportation plans to inventories of natural or historic resources, if available.

See 23 U.S.C Section 134(i)(4).

Furthermore, under the metropolitan planning process, RTPs and TIPs must be developed with due consideration of other related activities within the region, and the process must provide for the design and delivery of transportation services within the region that are provided by:

- 1) Recipients of assistance under Chapter 53 of Title 49 U.S.C.
- 2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the Department of Transportation to provide non-emergency transportation services; and
- 3) Recipients of assistance under 23 U.S.C Section 204.

See 49 U.S.C Section 5303.

Consultation requirements are accomplished primarily through our policy committees and task force structure. Policy committees are primarily made up of local elected officials. There are several issue-specific as well as mode-specific task forces that are on-going as well as some that are created for a specific purpose and specific time frame. All of these task forces forward their recommendations to policy committees. Examples of these task forces include:

Transportation Finance Task Force, Aviation Task Force, Goods Movement Task Force, Regional Transit Task Force, and the Plans and Programs Technical Advisory Committee. Membership on these task forces and working groups includes elected officials as well as stakeholder agency representatives. The stakeholders have a direct pipeline to SCAG's planning processes through these task forces. SCAG proposes to expand the membership of some of these task forces to ensure inclusion of the broader stakeholders and interest groups identified in SAFETEA-LU.

In addition, SCAG conducts several workshops prior to releasing the Draft RTP involving stakeholders to ensure that their input on major issues is addressed in the plan.

SCAG also utilizes the subregional council of governments (COG) structure to "get the word out" and solicit input on the content as well as the planning and programming process from the local stakeholders.

SCAG mails out a Notice of Draft RTP and RTIP Availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP and RTIP. Comments as well as responses are fully documented and reflected in the final RTP.

SCAG will continue to engage Tribal Governments in the RTP and RTIP processes through Tribal Government representation on SCAG's governing board and policy committees, and through the Tribal Governments Relations Task Force.

Bottom-Up Planning and Interagency Consultation

An expanded 70-member Regional Council and the fostering of 14 subregional organizations were initiated by the former Executive Committee in 1992. These forums, coupled with three policy committees and 20 standing committees and technical advisory committees, and the "AB 1246 process" (required under Public Utilities Code Section 130000 et seq.) facilitate SCAG's ability to provide a framework for bottom-up planning and more frequent and ongoing participation by interested parties at all stages of the process.

In addressing the requirements of the AB 1246 process, the multi-county designated transportation planning agency convenes at least two meetings annually of representatives from each of the five commissions, the agency, and the Department of Transportation for the following purposes:

- (a) To review and discuss the near-term transportation improvement programs prior to adoption by the commissions.

- (b) To review and discuss the regional transportation plan prior to adoption by the agency pursuant to Chapter 2.5 (commencing with Section 65080) of Title 7 of the Government Code.
- (c) To consider progress in the development of a regionwide and unified public transit system.
- (d) To review and discuss any other matter of mutual concern.

The Regional Transportation Agencies Coalition is currently fulfilling the function of the AB 1246 process.

SCAG has a memorandum of understanding (MOU) with the South Coast Air Quality Management District (SCAQMD) on transportation and air quality conformity consultation procedures for the South Coast Air Basin and for the Riverside County portions of the Salton Sea Air Basin and the Mojave Desert Air Basin. Parties to the MOU include: SCAQMD, Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino Associated Governments, California Department of Transportation (Caltrans), California Air Resource Board, and the Federal Highway Administration.

Likewise, SCAG has an MOU for transportation and air quality conformity consultation procedures with the Ventura County Air Pollution Control District (VCAPCD) for the Ventura County portion of the South Central Coast Air Basin (SCCAB). Parties to the MOU include: VCAPCD, Ventura County Transportation Commission, Caltrans, California Air Resources Board, Federal Highway Administration and the Federal Transit Administration.

To support interagency coordination and fulfill the interagency consultation requirements of the Federal Transportation Conformity Rule, SCAG participates in the Transportation Conformity Working Group (TCWG). The group meets on a monthly basis to address and resolve regional issues pertaining to transportation conformity for the RTP, RTIP, RTP and TIP amendments and the region's air quality management plans.

Participants in the Southern California TCWG include representatives from federal, state, regional and sub-regional agencies such as the United States Environmental Protection Agency (both national and regional representatives), Federal Highway Administration, Federal Transit Administration, California Air Resources Board, California Department of Transportation, Air Quality Management Districts, SCAG, and County Transportation Commissions.

Interested Parties

To ensure compliance with SAFETEA-LU requirements and other federal and state mandates, SCAG intends to target the following participants in the region:

- citizens
- affected public agencies
- representatives of transportation agency employees
- freight shippers
- providers of freight transportation services
- private providers of transportation
- representatives of users of public transit
- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of the disabled
- Tribal Governments
- transit operators
- governmental agencies and non-profit organizations that receive Federal assistance from a source other than the Department of Transportation (DOT) to provide non-emergency transportation services and recipients of assistance under section 204 of Title 23 U.S.C .
- and other interested parties (e.g. subregions, ethnic and minority groups, older and retired persons, special interest non-profit agencies, environmental groups, educational institutions, women's organizations, private sector)

The following goals and procedures are designed to encourage participation and provide opportunities to comment on the development and approval of SCAG's RTPs, RTIPs, the Regional Comprehensive Plan, (In addition to this Plan, SCAG adheres to the public process required by CEQA for our PEIR and related environmental review documents.) and other products prepared by SCAG that statutorily require public participation or for which the Regional Council determines is necessary.

Public Participation Plan Goals

The five primary goals of SCAG's Public Participation Plan include:

- Goal 1: Implement an open and ongoing participation process that ensures citizen, agency and interested party participation in, and input into, regional transportation planning and programming.
- Goal 2: Provide full public access, information and input to key decisions in the regional transportation planning process.
- Goal 3: Disseminate clear, concise and up-to-date information to citizens, affected agencies and interested parties.
- Goal 4: Provide timely responses to issues, concerns, and comments raised by the public regarding the development and implementation of regional transportation plans, programs, and projects. Ensure

- that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.
- Goal 5: Enhance the participation process including reaching out to those communities that have been underrepresented and/or underserved.

Public Participation Plan Procedures in Obtaining Goals

- Goal 1: Implement an open and ongoing participation process that ensures citizen, agency and interested party participation in, and input into, regional transportation planning and programming.
- SCAG's participation program will include public outreach and communications for all major plans and programs. This includes establishing procedures and responsibilities for (1) informing, involving and incorporating public opinion into the planning process, (2) consultative involvement of designated agencies (i.e., federal, state and local agencies, county transportation commissions and air quality management/pollution control districts) on technical data and modeling used in developing regional plans and determining transportation improvement program and regional transportation improvement program conformity, (3) designating lead staff persons who are knowledgeable about the entire planning process to be responsible for the participation program, and (4) providing adequate funds and staff resources to implement the participation program.
 - Stress the requirement to encourage, assess and provide for public participation to staff, consultants, stakeholder organizations and others as well as stress the importance of an inclusionary process and dialogue and encourage staff to regard citizens, subregional organizations and agencies as working partners.
 - Interact and seek input from a broad spectrum of interested stakeholders through various task forces and working groups that meet on a regular, on-going basis to review, discuss, and provide feedback on various SCAG initiatives, plans and programs.
 - Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.

- Encourage proponents and opponents to participate in the regional planning process and acknowledge the value of their input.
- Update and maintain the contact databases and audience categories within the Communication and Management System (CMS). Expand current list categories to include the additional list of parties outlined in SAFETEA-LU. These contact databases should be reviewed and updated at least twice per year and on an on-going basis as individual changes occur.
- Provide outreach to citizens, groups, agencies and subregional organizations and inform them of how their involvement has affected the plan.
- Assemble, organize and equip a participation and outreach team of transportation planners, environmental planners, analysts and other technical staff, public affairs staff, management staff, and elected officials to conduct presentations, hold briefings, workshops and hearings during the year to diverse groups and organizations throughout the region.
- Conduct hands-on, interactive workshops such as the Compass workshops, to encourage community involvement and participation and obtain feedback from local residents, regional stakeholders and local governments (planners, demographers, and elected officials).
- Provide outreach assistance, including to under-represented areas, using Member Relations Officers who are geographically focused and knowledgeable on the issues of the subregion.
- Train staff in effective communication and public relations skills by providing clear, consistent and concise primary messages for media and public involvement and interaction.
- Complete target group and media mailing lists for targeted audiences and determine the best methods for distributing information: speaker's bureau, fact sheets, brochures, flyers, white papers, plan summaries, newsletters, PowerPoint presentations, press releases, public service announcements, press advisories, press conferences, telephone and personal interviews.

- Develop memoranda of understanding or agreements with appropriate agencies, as needed.
- Participate in regular monthly meetings with the CEOs of the county transportation commissions.

Goal 2: Provide full public access, information and input to key decisions in the regional transportation planning process.

- Utilize SCAG's website to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide publications. Ensure that the information available is easy-to-read and accessible and that the web site is compliant with the 1990 Americans with Disabilities Act.
- Post public notices of the draft product in at least one major newspaper in each of the six member counties and include community newspapers and ethnic press.
- Follow up on public notices to increase participation. Assign staff to look out for non-participating public interests.
- Conduct at least one public hearing for the draft RTP, TIP and EIR and other major plans as needed. Announce public hearings in printed materials, on SCAG's website, and in local newspapers. Provide translation services at these hearings, if needed.
- Develop procedures for public hearings. Include the time to be allotted to each speaker and how the order of appearance is determined. A written explanation of adopted procedures should be distributed to participants both prior to and at the hearing. Make arrangements for the submission of written statements in addition to verbal comments.
- Hold monthly meetings with the subregional coordinators (representatives of the 14 subregions) to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.

- Keep interested parties informed with progress reports during the product development, review and adoption phases.

Goal 3: Disseminate clear, concise and up-to-date information to citizens, affected agencies and interested parties.

- SCAG, together with its subregional partners and other stakeholder organizations, will notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.
- Make electronically accessible to the public, all draft and final plans, fact sheets, publications such as *Your Guide to SCAG*, the *Benefits of Membership*, *Member Handbook* and the *Legislative Reference Guide*, the Overall Work Program, the eVision newsletter, key PowerPoint presentations, meeting agendas and minutes, data and other planning-related information, and a calendar of upcoming events on SCAG's website at www.scag.ca.gov. Encourage public involvement on the web site. Ensure that the information provided is up-to-date, accessible and easy-to-understand.
- Provide complete and easy-to-understand information, including summaries and one-page fact sheets on major plans and initiatives at the beginning of and throughout the planning process and define the issues and alternatives in a concise, straightforward and consistent manner.
- Update annually and disseminate SCAG's citizen guide "Your Guide to SCAG" which succinctly informs the public about SCAG and the regional planning process, highlights major SCAG initiatives, cites the importance of public involvement, invites participation, and identifies key contacts.
- Provide updated information about SCAG's activities, plans, actions, upcoming events, legislative efforts, and subregional activities in the eVision electronic newsletter which is disseminated to local elected officials, legislators, subregions, commissions, air districts, other interested parties and members of the public at least eight times per year. The eVision newsletter is accessible through SCAG's website. In addition, archival copies are readily available on the site.

- Maintain and update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older Americans, the disabled, Native Americans and students.
- Implement the media outreach strategies contained in the agency's overall Communications Strategy. This includes press releases, media advisories, calendar advisories, media interviews on television and radio talk shows and public affairs programs, public notices, op-ed articles in local newspapers, editorial board meetings, and development of consistent media messages on major SCAG initiatives, and outreach to ethnic and foreign language press.
- Develop printed materials, fact sheets, brochures, summaries, fliers, PowerPoint presentations, relating to SCAG and SCAG's initiatives and other publications for general population distribution in concise, understandable, non-technical language.
- Maintain an updated calendar of events on SCAG's web site, accessible 24 hours a day, 7 days a week.
- Translate the most significant web site information and printed materials into other languages when needed and contingent upon resource and budget availability. Include the ethnic press in media advisories, press releases, press conference notifications, calendar advisories and other media communications. Maintain and update ethnic press contacts in the media contact database.
- Disseminate the *Challenges Facing Southern California* brochure at meetings, conferences, through mailings, and in SCAG's lobby area which highlights SCAG's major initiatives, invites participation within the community, solicits feedback and encourages citizens to "Get Informed and Get Involved."
- Make presentations on various SCAG initiatives throughout the region to citizens, community groups, environmental groups, business organizations, minorities, faith-based organizations, subregions, other stakeholders, and other interested parties. Staff throughout the organization, along with Regional Council members, will conduct the presentations. Determine the

appropriate staff and agency representatives to speak on policy, technical and media issues. Staff will proactively encourage presentations be included on various meeting agendas.

- Prepare technical and non-technical PowerPoint presentations for workshop, conference, hearings and other meeting use to showcase SCAG and SCAG's initiatives and simplify the regional planning process. Ensure that the presentations are easy-to-understand, interesting, and invites participation and involvement. Utilize graphics and animation to make the presentations more interesting and inviting. Tailor presentations to the audience by including subregional statistics and addressing primary areas of audience concern. Enhancements to the presentations should be based on community input and speaker feedback. Maintain a library of all PowerPoint presentations created. Post relevant PowerPoint presentations on SCAG's web site for public access.
- Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.
- Design and display a modular exhibit for "on-the-road" presentations and exhibit tables at conferences, workshops, meetings and other public events. The exhibit will be visually appealing and will graphically showcase SCAG's major planning initiatives to diverse audiences. This exhibit will increase the public's awareness of the work of SCAG and the importance of public involvement.
- Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences and to mitigate traffic congestion and air quality.

Goal 4: Provide timely responses to issues, concerns, and comments raised by the public regarding the development and implementation of regional transportation plans, programs, and projects. Ensure that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.

- SCAG will review and consider all public comments in the regional transportation planning process. Comments will be recorded, tracked and maintained through the Communication Management Software System (CMS), SCAG's contact database system. The system will provide a list of all comments received, the name of the commenter, the comment date, the topic, the comment message, and SCAG's response to the comment. All comments received will be responded to in a timely manner.
- Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.

Goal 5: Enhance the participation process including seeking out and considering the needs of traditionally underrepresented and/or underserved persons. Ensure that minority and low-income persons have meaningful access to the public outreach and involvement activities.

- Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.
- Choose an event site and time convenient for participants. All events should be fully accessible to all citizens, including disabled, low-income and minority communities. Encourage the participation of elected officials at events and hearings.
- Provide assistance, if requested 14 days prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.
- Provide language assistance, if requested 14 days prior to the event, to Limited English Proficient Persons.
- Evaluate public participation efforts at the end of each phase of the planning process so that necessary modifications can be made for subsequent phases. Provide recommended strategies to enhance the outreach program and better serve the underrepresented segments of the region.

- Annually update the agency's overall Communications Strategy and seek Regional Council approval of the plan and recommended strategies.
- Develop and adopt a plan for providing language assistance for persons with limited English proficiency (LEP Plan).
- Maintain an outreach calendar of presentations, workshops and hearings which will enable staff to map presentations to determine geographically where we've been, the type of audience and the topic thus enhancing our ability to strengthen outreach to underrepresented areas. The goal is to average at least 15 presentations per month.
- Utilize SCAG's existing online survey programs to conduct outreach on public opinions of community interests to obtain feedback on regional issues.
- Consider budgeting for surveys of demonstration project participants (such as Compass Blueprint) to provide better, more efficient services.
- Assess how effective the agency's communication strategies have been in impacting public policy. Consider conducting surveys of members, partners and stakeholders early in the planning process and again later to determine the effect of the communication effort.

"The better the citizenry as a whole are educated, the wider and more sensible public participation, debate and social mobility will be." John Ralston Saul

Appendix “A”

Strategies, Procedures and Techniques for Public Participation Related to the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP) and Overall Work Program (OWP)

SCAG’s recently adopted Public Participation Plan (“Plan”) serves as a guide for SCAG’s public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs. For purposes of the Plan, “public” is intended to mean “Interested Parties” including citizens, affected public agencies, and other interested parties as identified on page 7 of the Plan.

This Appendix “A” to the adopted Public Participation Plan is intended to provide more explicit details as to SCAG’s strategies, procedures and techniques for public participation on the RTP, RTIP and OWP, as further described in Sections 2, 3 and 4 of this Appendix “A,” respectively. The interrelated goals identified in the Plan suggest that a coordinated approach to public outreach is best in seeking to spread a consistent message and increase public awareness of SCAG’s planning efforts. In each of our planning efforts, we need to communicate with the public who SCAG is and what we do, the challenges facing the region and the time constraints of the various planning activities. SCAG also seeks the public’s feedback, active participation and input in developing our plans.

SECTION 1. DEVELOPMENT OF STRATEGIES, PROCEDURES AND TECHNIQUES

SCAG staff consulted with a range of interested parties as required by SAFETEA-LU in developing the public participation strategies, procedures and techniques noted herein. SCAG has made significant efforts to reach out to interested parties, encourage feedback, and involve interested parties in the development of the Plan’s strategies and procedures and will continue these efforts in future updates to the Plan. Specifically, SCAG solicited comments and feedback from the county transportation commissions, the subregions, transit operators, federal and state resource agencies, Tribal Governments, representatives of the disabled, representatives of pedestrian walkways and bicycle transportation facilities, environmental groups, and other interested parties through mailings, email correspondence, workshops, presentations, meetings, telephone communications and website postings encouraging individuals to get involved with developing the Public Participation Plan. SCAG

also conducted a survey which asked several questions to help SCAG determine how to improve public participation. This survey was emailed to 3,600 individuals within SCAG's contact database system with valid email addresses of potential interested parties. SCAG engaged in interagency review by sending letters to over 200 affected agencies and organizations to seek input on the proposed strategies, procedures and techniques. Finally, SCAG continues to solicit feedback through an online Public Participation Form and a Public Participation Survey found on SCAG's website.

SECTION 2. REGIONAL TRANSPORTATION PLAN

RTP

Federal and state laws require SCAG to prepare a long-range Regional Transportation Plan, or RTP. The purpose of the RTP is to combine transportation policies and projects to: address mobility and congestion throughout Southern California, coordinate a balanced regional transportation system, identify adequate funding for transportation projects, and meet federal air quality requirements.

A complete update of an existing RTP is required every four years, and SCAG is currently undertaking the development of the 2008 RTP to provide Southern California with a comprehensive vision for its transportation future to the year 2035. In terms of strategies, procedures and techniques for public participation regarding the 2008 RTP, the tasks are broken down into three phases: pre-Draft RTP, post-Draft RTP and post-Final RTP, as noted below. SCAG intends to update this section of Appendix "A" prior to commencing each RTP update to reflect appropriate changes.

A. Phase 1: Pre-Draft RTP (April-October 2007)

Establish Regular "All Hands" Outreach Coordination Team Meetings: (April-October 2007).

While outreach activities have been ongoing since the adopted 2004 RTP, the single most important element to fostering and maintaining a fully-integrated agency outreach effort is to schedule and hold regular coordination meetings with the principal staff in all planning areas and consultants associated with each of the various outreach efforts. Key staff has already been identified. An initial coordination session was conducted on April 24, 2007.

- ◆ Outreach coordination meetings will provide important opportunities (1) to brief all members of the outreach coordination team on overall outreach goals and strategies; (2) to inform the team of upcoming outreach forums and other key milestones; and (3) to identify strategies and specific work tasks that can either be shared or can accommodate multiple outreach objectives.
- ◆ Schedule outreach coordination meetings on a bi-weekly basis. Initially, the focus will be on establishing unified outreach goals and formalizing team member roles. Subsequent sessions will be directed at identifying new opportunities for public presentations and proactively securing speaking engagements. Review progress and ensure implementation of the Public Participation Plan strategies.

Update Existing Presentation Materials: (January-October 2007).

Many of the needed PowerPoint presentations have already been prepared and are currently in use. SCAG has developed PowerPoint presentations on all major SCAG initiatives and they are easily accessible by all staff. These presentations will continue to be updated as new information becomes available. Communications staff will continue to work closely with Planning staff to ensure a consistent look and message for all of SCAG's communications.

- ◆ Provide clear, consistent and concise primary messages for media and public involvement and interaction.
- ◆ Update technical and non-technical PowerPoint presentations as new information becomes available.
- ◆ Tailor specific presentations to meet the needs and interests of the target audiences.
- ◆ Maintain a library of all PowerPoint presentations developed.
- ◆ Review and update all existing one-page Fact Sheets.
- ◆ Review and update brochures, fliers and other publications relating to SCAG and SCAG's initiatives for general population distribution in concise, understandable, non-technical language.
- ◆ Review and update public feedback forms, both paper and web-based.
- ◆ Review and enhance web interface to encourage public education and feedback on the related planning efforts.
- ◆ Include articles on plans and programs in SCAG's eVision newsletter, produced eight times each year as new information becomes available.

Create New Presentation Materials: (July-October 2007).

Develop new materials to simplify the RTP and cater to subregional audiences. Traditionally, interested parties raise questions about proposed projects in their specific community. Materials that visually highlight the most prominent features of the Plan and are most relevant to audiences will most likely be read and recalled.

- ◆ Create an introductory, fold-out brochure which visually showcases regional projects of significance. Highlights of the plan will be summarized and created to "pop" to peak interest and enhance readability.
- ◆ Create 14 subregional maps that visually depict proposed projects of "subregional" significance.
- ◆ Produce the RTP on a CD to ease handling and ensure more efficient use of resources.
- ◆ Prepare press releases, calendar advisories, notices of public hearings (in one major newspaper in each of the six counties), and reach out to the ethnic press by providing notices in English, Spanish and Chinese.

- ◆ Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Enhance Website Capabilities: (June-October 2007).

- ◆ Create new web pages dedicated to the RTP, enhance navigation, and ensure information is up-to-date. Link to stakeholder web pages.
- ◆ Translate key RTP communications in English and Spanish on the web pages.
- ◆ Utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletter, key PowerPoint presentations, data and other planning-related information.
- ◆ Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.

Update Contact Databases and Advisory Groups: (January-October 2007).

- ◆ Review and update mailing lists for outreach efforts.
- ◆ Expand contact databases to include all Interested Parties identified in the Plan.
- ◆ Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.
- ◆ Convene an Environmental Justice Advisory Group to meet as needed. This group would include representatives of community-based organizations, non-profits, and Tribal Governments from all parts of the SCAG region.
- ◆ Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.

Coordinate Outreach Efforts with other Stakeholder Organizations: (January-October 2007).

- ◆ Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.
- ◆ Mail Notice of Draft RTP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP. Ensure that the public comment period is at least 30 days for the plan.
- ◆ Participate in regular monthly meetings with the CEOs of the county transportation commissions.
- ◆ Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.
- ◆ Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, web site postings, email communications and other opportunities to participate, as appropriate.
- ◆ Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.
- ◆ Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.
- ◆ Keep interested parties informed with monthly progress reports during the plan development phase.
- ◆ Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.

Train Presenters: (May-June 2007).

- ◆ Brief staff members, SCAG elected officials and consultants on all materials available and how to present SCAG's messages to various types of audiences.
- ◆ Develop talking points on all PowerPoint presentations to ensure consistent message delivery.

Create an Outreach Schedule: (January-July 2007).

- ◆ Proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.
- ◆ Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.

- ◆ Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.
- ◆ Hold any public meetings at convenient and accessible locations and times.

Maintain a Log of Outreach Efforts: (January-October 2007).

- ◆ Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system. Such a log already exists and will be augmented as needed to ensure sufficient documentation.

Conduct Public Hearings: (September-October 2007).

- ◆ Draft RTP Update is released for 30-day public review.
- ◆ Draft RTP Update is reviewed by SCAG's Transportation and Communications Committee as part of a public meeting.
- ◆ Announce public hearings in printed materials, on SCAG's website, and in local newspapers.
- ◆ Conduct at least three public hearings on the draft RTP. Schedule at least one public hearing in Los Angeles County, one in the Inland Empire and one in Orange County to ensure regional representation.
- ◆ Develop procedures for public hearings. Include the time to be allotted to each speaker and how the order of appearance is determined. A written explanation of adopted procedures should be distributed to participants both prior to and at the hearing. Make arrangements for the submission of written statements in addition to verbal comments.
- ◆ Provide translation services at these public hearings, if needed.

Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (April-October 2007).

- ◆ Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.
- ◆ Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.
- ◆ Provide assistance, if requested 14 days prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.
- ◆ Provide language assistance, if requested 14 days prior to the event, to Limited English Proficient Persons.
- ◆ Develop and adopt a plan for providing language assistance for persons with limited English proficiency (LEP Plan).
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Consider and Incorporate Comments Received into the Deliberations Regarding Proposed Plans and Programs: (January-October 2007).

- ◆ Review and consider all public comments in the regional transportation planning process.
- ◆ Record, track and maintain a log of comments and SCAG's response to the comments within the Communication Management Software System (CMS), SCAG's contact database system.
- ◆ Respond to all comments received in a timely manner.
- ◆ Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.

Evaluate Public Participation Activities: (October 2007).

- ◆ Evaluate public participation efforts at the end of phase 1 so that necessary modifications can be made for subsequent phases.
- ◆ Provide recommendations to enhance the outreach program and better serve the underrepresented segments of the region.

B. Phase 2: Post- Draft RTP (October-December 2007)

Continue On-going "All Hands" Outreach Coordination Team Meetings: (October-December 2007).

- ◆ Schedule outreach coordination meetings on a bi-weekly basis to identify new opportunities for public presentations and proactively securing speaking engagements and to ensure implementation of the Public Participation Plan strategies.

Update Existing Presentation Materials: (October-December 2007).

- ◆ Revise existing materials as needed to reflect changes in data, information, strategies, and in response to comments received.

Create New Presentation Materials: (October-December 2007).

- ◆ Develop new materials, as needed, to simplify the RTP, cater to subregional audiences and reach ethnic segments of the region.
- ◆ Continue to utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.

- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Enhance Website Capabilities: (October-December 2007).

- ◆ Continue to utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletters, key PowerPoint presentations, data and other planning-related information.
- ◆ Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.

Update Contact Databases and Advisory Groups: (October-December 2007).

- ◆ Review and update mailing lists for outreach efforts.
- ◆ Expand contact databases to include all Interested Parties identified in the Plan.
- ◆ Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.
- ◆ Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.

Coordinate Outreach Efforts with other Stakeholder Organizations: (October-December 2007).

- ◆ Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.
- ◆ Participate in regular monthly meetings with the CEOs of the county transportation commissions.
- ◆ Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.
- ◆ Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings,

website postings, email communications and other opportunities to participate, as appropriate.

- ◆ Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.
- ◆ Keep interested parties informed with monthly progress reports during the post-draft plan development phase.

Develop an Outreach Schedule: (October-December 2007).

- ◆ Proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.
- ◆ Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.
- ◆ Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.
- ◆ Hold any public meetings at convenient and accessible locations and times.

Maintain a Log of Outreach Efforts: (October-December 2007).

- ◆ Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system.

Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (October-December 2007)

- ◆ Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.
- ◆ Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.
- ◆ Engage Tribal Government in the RTP processes through Tribal Government representation on SCAG's governing board and policy committees and through the Tribal Government Relations Task Force.
- ◆ Provide assistance, if requested 14 days prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.
- ◆ Provide language assistance, if requested 14 days prior to the event, to Limited English Proficient Persons.
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Consider and Incorporate Comments Received into the Deliberations Regarding Proposed Plans and Programs: (October-December 2007).

- ◆ Review and consider all public comments in the regional transportation planning process.
- ◆ Record, track and maintain a log of comments and SCAG's response to the comments within the Communication Management Software System (CMS), SCAG's contact database system.
- ◆ Respond to all significant comments received in a timely manner.
- ◆ Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.
- ◆ Provide additional opportunity for public comment on the revised plan if the final plan differs significantly from the draft plan that was previously made public.
- ◆ Provide a summary, analysis and report on the disposition of comments as part of the final plan.
- ◆ Prepare Final RTP Update for adoption by Regional Council at a public meeting.

Evaluate Public Participation Activities: (December 2007).

- ◆ Evaluate public participation efforts at the end of phase 2 so that necessary modifications can be made for subsequent phases.
- ◆ Provide recommendations to enhance the outreach program and better serve the underrepresented segments of the region.
- ◆ Assess how effective the agency's communication strategies have been in impacting public policy. Conduct a survey of members, partners, stakeholders immediately after the release of the draft plan and again later after the adoption of the plan to determine the impact of the public participation effort.

C. Phase 3: Post- Final RTP (February-December 2008)

Update Existing Presentation and Printed Materials: (February-December 2008).

- ◆ Provide clear, consistent and concise primary messages for media and public involvement and interaction.
- ◆ Update technical and non-technical PowerPoint presentations as new information becomes available.
- ◆ Tailor specific presentations to meet the needs and interests of the target audiences.
- ◆ Maintain a library of all PowerPoint presentations developed.
- ◆ Review and update all existing one-page Fact Sheets.

- ◆ Review and update brochures, fliers and other publications relating to SCAG and SCAG's initiatives for general population distribution in concise, understandable, non-technical language.
- ◆ Review and update public feedback forms, both paper and web-based.
- ◆ Review and enhance web interface to encourage public education and feedback.
- ◆ Include articles on plans and programs in SCAG's eVision newsletter, produced eight times each year.

Create New Presentation Materials: (February-December 2008).

- ◆ Create a final brochure which visually showcases regional projects of significance. Highlights of the plan will be summarized and created to "pop" to peak interest and enhance readability.
- ◆ Revise 14 subregional maps that visually depict proposed projects of "subregional" significance.
- ◆ Produce the RTP on a CD to ease handling and ensure more efficient use of resources.
- ◆ Prepare press releases and reach out to the ethnic press by providing notices in English, Spanish and Chinese.
- ◆ Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Enhance Website Capabilities: (February-December 2008).

- ◆ Maintain web pages dedicated to the RTP and ensure information is up-to-date.
- ◆ Translate key RTP communications in English and Spanish on the web pages.
- ◆ Utilize SCAG's website to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletters, key PowerPoint presentations, data and other planning-related information.

- ◆ Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.

Update Contact Databases and Advisory Groups: (February-December 2008).

- ◆ Review and update mailing lists for outreach efforts.
- ◆ Expand contact databases to include all Interested Parties identified in the Plan.
- ◆ Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.

Coordinate Outreach Efforts with other Stakeholder Organizations: (February-December 2008).

- ◆ Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.
- ◆ Participate in regular monthly meetings with the CEOs of the county transportation commissions.
- ◆ Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.
- ◆ Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.
- ◆ Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.

Create an Outreach Schedule: (February-December 2008).

- ◆ Even after the Plan has been adopted, continue to proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.
- ◆ Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.
- ◆ Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.
- ◆ Hold any public meetings at convenient and accessible locations and times.

Maintain a Log of Outreach Efforts: (February-December 2008).

- ◆ Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system.

Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (February-December 2008).

- ◆ Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.
- ◆ Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Evaluate Public Participation Activities: (February-December 2008).

- ◆ Continue to monitor outreach presentations and assess whether outreach efforts are being conducted throughout the region, including the outlying areas of the region.

RTP Amendments

An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase costs, initiation dates, and/or design concepts and scope. A RTP Amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and a determination that the change conforms to air quality requirements.

SCAG's strategies, procedures and techniques for public participation regarding RTP Amendments include, but are not limited to, the release of the proposed RTP amendment for a 30-day public review, posting of the proposed RTP amendment on SCAG's website, presentation of the proposed RTP amendment before certain SCAG committees, review of the proposed RTP amendment by SCAG's Transportation and Communications Committee at a public meeting, and adoption of the proposed RTP amendment by SCAG's Regional Council as part of the public meeting.

SECTION 3. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

SCAG's Regional Transportation Improvement Program, or RTIP, is a capital listing of all transportation projects proposed over a six-year period. The listing identifies specific funding sources and funding amounts for each project. The proposed transportation projects are funded through a variety of federal, state and local sources. Projects consist of improvements such as, highway improvements, transit, rail, bus, high occupancy vehicle lanes, signal synchronization, intersection improvements, and freeway ramps to name a few. The RTIP must include all transportation projects that are federal funded, as well as all regionally significant transportation projects for which federal approval (Federal Highway Administration or Federal Transit Administration) is required, regardless of funding source. The projects are submitted to SCAG by the five County Transportation Commissions and the Imperial Valley Association of Governments (IVAG). SCAG analyzes the projects to ensure that they are consistent with state and federal requirements. Federal law requires the RTIP be consistent with the RTP.

The following outlines SCAG's strategies, procedures and techniques for public participation on the RTIP. SCAG intends to update this section of the Appendix if needed prior to commencing each RTIP cycle to reflect appropriate changes.

A. RTIP Public Participation Process in the SCAG Region

At the outset, it should be noted that SCAG has a Memorandum of Understanding (MOU) with transit operators and each of the County Transportation Commissions (CTCs) within the SCAG Region. These MOUs specify the role of the CTCs with respect to approval of transportation projects utilizing federal, state highway, and transit funds within their respective jurisdiction. They are also responsible for transportation programming and short range planning in their respective county. As a result, the County Transportation Commissions transmit their approved County TIP to SCAG. As such the public participation process and coordination is a tiered process within the SCAG region. This tiered process initiates the public participation process at the CTC's county TIP development stage which occurs long before the development of the SCAG RTIP.

There are several opportunities for the public to review and comment on projects and programs during the development of each county TIP and approval of the SCAG RTIP. These public participation opportunities are described below.

i. Project Identification

Public participation begins at the local agency level starting with identifying projects and associated work scopes based on local and regional transportation

needs. Newly identified projects are commonly placed on funding needs lists, funding plans or capital improvement program plans and programs that identify projects to be funded. These lists, plans and programs are adopted by local agency boards (mostly elected officials) in meetings open to the general public. Stakeholders, interest groups and the general public have the opportunity to review and comment on these projects and local plans prior to local agency board approvals.

ii. Project Funding

The general public, interested parties and stakeholders have an opportunity to review and comment on projects and programs during the allocation of funds by local agencies including cities, counties, special districts, and county transportation commissions (CTCs) and the Imperial Valley Associated Governments (IVAG).

The process of assigning specific funding sources to projects normally occurs in meetings open to the general public by public policy boards. For example, the CTCs and IVAG in the SCAG region conduct “call for projects” when funding under their control (federal, state and/or local) is available for programming. Local agencies apply and compete for available funding based on adopted eligibility guidelines consistent with federal, state and local county requirements. Candidate projects usually have gone through an initial public review process described in Section A.i above and are included in a local agency capital improvement needs programs or plans. The CTCs and IVAG work through their respective committee review process to develop a list of projects recommended for funding and adoption by each respective policy board. CTCs/IVAG review committees are comprised of local agency staff (stakeholders and interested parties), and in some cases include public elected officials. Review committee meetings are publicly noticed. The recommended project lists approved by the committees are forwarded to the respective policy boards for approval. Projects proposed for funding are made available for review by the general public, stakeholders and interested parties in advance of adoption by the CTCs/IVAG policy boards. All allocation of funds by the policy boards occur in publicly noticed meetings open to the general public.

The allocation of public funds to projects by other entities go through public review processes that are consistent with the federal, state and/or local laws that govern the allocation of the funds.

iii. County TIP Development

The CTCs and IVAG develop their respective TIPs based on RTIP Guidelines written by SCAG in consultation with the CTCs/IVAG and Federal Highway Administration staff, and approved by SCAG’s Regional Council. All projects

programmed in County TIPs have been previously approved for funding by the entity responsible for allocating the project funds such as described in Section A.i above. When submitting County TIPs to SCAG, each CTC and IVAG is required to adopt a financial resolution which certifies that it has the resources to fund the projects in the TIP and affirms its commitment to implement all projects. The financial resolution is approved by each policy board in publicly noticed meetings open to the general public.

iv. SCAG RTIP Development

SCAG develops the RTIP for the six-county region based on the County TIPs prepared and submitted by the CTCs and IVAG described above in Section iii. The Draft SCAG RTIP is noted for a 30-day public review, and a public hearing is held at the SCAG office. Notices of the public hearings are placed in the major newspapers throughout the SCAG region. SCAG conducts additional public outreach efforts through the placement of public notices in minority newspapers such as, but not limited to, the Los Angeles Sentinel, La Opinion, El Chicano Newspaper, the Chinese Daily News, and the Korea Times. The Draft SCAG RTIP documents are made available for review and comment by stakeholders, interested parties and the general public through the SCAG internet website at <http://www.scag.ca.gov/rtip> and at public libraries throughout the six-county region prior to the public hearing.

In addition to the public hearing held at the SCAG office, SCAG committees and working groups also review and discuss draft RTIPs. These SCAG groups include the Regional Transportation Agencies' Coalition (RTAC), the Transportation and Communications Committee (TCC), the Transportation Conformity Working Group (TCWG), the Energy and Environment Committee (EEC) and the Chief Executive Officers' Committee. The SCAG Regional Council takes final action when they review and adopt the RTIP as part of a public meeting.

v. SCAG RTIP Updates

The RTIP is amended several times a year. This process is similar to developing the formal RTIP. Proposed amendments to the adopted RTIP are submitted by the CTCs and IVAG to SCAG. After SCAG has completed its analyses of the proposed change(s) to the RTIP ensuring consistency with the various programming rules and regulations, SCAG electronically posts the proposed change(s) for public review and comment on the SCAG website at <http://www.scag.ca.gov/rtip>. In addition to posting the amendment information on the web, a notice is sent to the Transportation Conformity Working Group as part of the RTIP amendment public review process.

B. Schematic of the Public Participation Process

The following schematic helps to illustrate when stakeholders, interested parties and the general public have the opportunity to review and comment during the RTIP programming development process described above in Section A.

SCAG RTIP Public Participation Process

Public Review & Comment

Development of project lists requiring funding are commonly adopted by public boards in meetings open to the general public.

The allocation of funds to projects commonly occurs by policy boards in publicly noticed meetings open to the general public.

CTCs & IVAG policy boards adopt RTIP financial resolutions. Noticed public hearing is held at the SCAG office to take public input on RTIP document.

Proposed amendments to the RTIP are posted to the SCAG website 15 days prior to transmittal to State and Federal agencies for approval.

SCAG's website: www.scag.ca.gov

TIP Development Process

Project Identification

Projects are identified based on needs and placed on capital improvement programs or other lists awaiting funds.

Project Funding

Projects receiving state and federal funds and/or approvals and local projects determined regionally significant are identified for programming in County TIPs and the SCAG RTIP

County TIPs & SCAG RTIP Development

Projects are first programmed in County TIPs and then submitted to SCAG for inclusion in the SCAG RTIP.

RTIP Updates

SCAG processes amendments to the RTIP based on changes requested by the CTCs and IVAG.

C. Other RTIP Public Participation strategies, procedures and techniques

Enhance Website Capabilities:

- ◆ Utilize SCAG's web site to provide information, announce draft and final program releases, encourage feedback and comments from the public, make draft and final programs and corresponding documents available, provide contact information, inform of upcoming events and meetings, post meeting agendas and minutes
- ◆ Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.

Update Contact Databases and Advisory Groups:

- ◆ Review and update mailing lists for outreach efforts.
- ◆ Expand contact databases to include all Interested Parties identified in the Plan.

Coordinate Outreach Efforts with other Stakeholder Organizations:

- ◆ Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.
- ◆ Mail Notice of Draft RTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTIP. Ensure that the public comment period is at least 30 days for the program.
- ◆ Participate in regular meetings with the county transportation commissions/IVAG in the coordination of the draft and final RTIP.

Conduct Public Hearing:

- ◆ Announce public hearings in printed materials, on SCAG's website, and in local newspapers.
- ◆ Hold any public meetings at convenient and accessible locations and times.
- ◆ Conduct at least two public hearings on the draft RTIP. Schedule at least one public hearing at the SCAG offices in Los Angeles.
- ◆ Where possible make public hearings available via video or teleconference.
- ◆ Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Maintain a Log of Outreach Efforts:

- ◆ Maintain a log of all agency-wide outreach presentations within CMS. Such a log already exists and will be augmented as needed to ensure sufficient documentation.
- ◆ Review and consider all public comments in the regional transportation planning process.
- ◆ Record, track and maintain a log of comments and SCAG's response to the comments within the Communication Management Software System (CMS).
- ◆ Respond to all comments received in a timely manner.

D. Annual Listing of Projects

SAFETEA-LU requires the production of this annual listing with the cooperation of Caltrans and the public transportation operators throughout the SCAG region. Additionally, SAFETEA-LU also requires an additional list which identifies all bicycle/pedestrian projects for which Federal funds were obligated in the preceding year. The listing is available on SCAG's website.

The county commissions and IVAG working with the project sponsors within their respective county update project obligations for projects in their county through use of the SCAG RTIP database. SCAG then produces an annual listing of projects utilizing the SCAG RTIP database. In addition, Caltrans produces obligation reports for the MPO's which SCAG also makes available on its website as supplemental information.

E. RTIP Amendments

For the RTIP, the Federal Highway Administration (FHWA) California Division has provided definitions of amendments and corresponding conformity requirements. The following summarizes the categories of amendments identified by FHWA for the RTIP and the public participation requirements for each amendment type.

Category 1. Administrative

An administrative amendment includes minor changes to project cost, schedule, scope, or funding sources. Please see the Procedures for Federal Statewide Transportation Program (FSTIP) Modifications for a complete definition of administrative amendments.

Category 2. Formal Amendment – Changes that do not impact the existing conformity determination.

The category of formal amendments may include project cost changes that are greater than 20% of the total project cost or \$2 million, whichever is higher. This amendment may also include adding or deleting projects that are exempt from regional emission analyses. These types of amendments typically include transit or safety projects.

Category 3. Formal Amendment – Relying on the existing Conformity Determination.

This amendment may include adding a project or a project phase to the program. This amendment category consists of projects that are modeled and are included in the regional emissions analysis.

Category 4. Formal Amendment – New Conformity Determination.

This amendment may include adding or deleting projects that are not currently included in the regional emissions analysis nor part of the existing conformity determination. This amendment may involve adding or deleting projects that must be modeled for their air quality impacts: significantly changing the design concept, scope; or schedule of an existing project.

Public Hearing - Public Review & Comment Period Requirement

Amendment Category	Public Hearing Requirement	Public Review Period # of Days
Category 1. Administrative	n/a	n/a
Category 2. Formal - Changes that do not impact the existing conformity determination	No	15
Category 3. Formal - Relying on existing conformity determination	No	15
Category 4. Formal – Requires a new conformity determination	Yes	30

SECTION 4. OVERALL WORK PROGRAM

Funding for SCAG's metropolitan planning activities are documented in an annual Overall Work Program (OWP) (also known as a Unified Planning Work Program), pursuant to federal requirements, 23 CFR 450.308(b)-(c), and Caltrans guidance.

The OWP is developed each fiscal year, and details the agency's planning and budgetary priorities for the following fiscal year. SCAG's federal and state funding partners (FHWA, FTA and Caltrans) must approve SCAG's OWP each year before it takes effect.

The following describes SCAG's strategies, procedures and techniques with respect to public participation on the OWP.

Adopt OWP Preparation Schedule and Work Programs Outcomes: (September-October).

- ◆ Regional Council adopts the OWP preparation schedule and work program outcomes for the coming fiscal year.

Develop Project Ranking and Selection Criteria: (November-February).

- ◆ SCAG develops project ranking and selection criteria and communicates to the subregional coordinators (representing 14 geographic areas within the SCAG region), resulting in the development of a preliminary work program.

Conduct Multiple Review Sessions: (November-February).

- ◆ SCAG consults with subregional coordinators resulting in the development of a preliminary work program.

Hold Monthly Meetings with Subregional Coordinators: (February-May).

- ◆ Hold monthly meetings with the subregional coordinators throughout the OWP development stages to keep them apprised of processes, solicit their feedback and address their questions and/or concerns.

Conduct a Budget Workshop: (February).

- ◆ SCAG staff conducts a Budget Workshop for the Regional Council and members of the public.

Distribute Draft OWP: (March).

- ◆ The Regional Council approves the Comprehensive Budget which includes the draft OWP. The draft OWP is distributed to all Regional Council members and the Regional Council approves the release of the document for a 30-day public comment and review period. The draft OWP is also placed on SCAG's website.

Distribute the Draft OWP for Public Comments: (March).

- ◆ Mail letters to over 300 City Planners, Planning Directors and other Planning representatives within the SCAG region, including subregional coordinators, CTCs and transit operators, and encourage their feedback on the draft OWP. Notify them of the availability of the draft document on SCAG's website.

Review and Consider Comments Received in the Final OWP Deliberations: (April).

- ◆ Review and consider all public comments in the OWP planning process.
- ◆ Record, track and maintain a log of comments and SCAG's response to the comments.

Adopt the Final Comprehensive Budget and Resolution Authorizing the Submittal to Funding Partners: (May).

- ◆ The Regional Council adopts the Final Comprehensive Budget and Resolution authorizing the submittal of the Final OWP to Caltrans and other funding agencies as necessary for approval. Caltrans must submit the recommended Final OWP to FHWA/FTA by June 1 of each year.

MEMO

DATE: August 30, 2007
TO: Administration Committee and
Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: Contracts and Purchase Orders between \$5,000 - \$250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between \$5,000 and \$250,000

- Consiliant Technologies \$179,330
(Purchase and installation of Storage Area Network to support SCAG's on-going business operations)
- DMJM+Harris, Inc., \$113,216
(Assess SCAG's operating environment, recommend a software scheduling solution, designed to help ensure that all SCAG planning activities are implemented in a well-managed and integrated manner)
- Nelson Nygaard Consulting Associates \$99,937
(Conduct a feasibility review and implementation plan for intercity connector services between Burbank, Glendale and Pasadena)
- GTC Axiom Corporation \$99,670
(Evaluate and recommend a regional system of new flyaways that show potential to support SCAG's Regional Aviation Decentralization Strategy)
- Iteris, Inc. dba Meyer, Mohaddes Associates \$73,714
(Evaluate the highest priority action items in the 2003 North Los Angeles Truck Study (NCTS).
- IBI Group \$35,401
(Examine possibilities for providing public transportation services for the Quechan Indians)

SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- SBC Global Services, Inc. \$80,000
(Open PO for data, voice & long distance service for FY 07/08)
- Office Depot Business Services Division \$60,000
(Open PO for office supplies for FY 07/08)

MEMO

• Geraldine Jaffe Attorney at Law (Human Resources Services)	\$50,000
• ESRI Institute, Inc. (Annual ArcInfo Software Maintenance Agreement)	\$23,225
• Sprint Spectrum, LP dba Sprint (Wireless Equipment & Service)	\$21,000
• County of Riverside – TMLA (Purchase of Parcel Property Characteristics)	\$15,000
• Lake Arrowhead Resort (2007 RC Retreat expense)	\$12,402
• CDW Government, Inc. (Business Objects Report Server Software)	\$11,879
• Typecraft Wood and Jones, Inc. (Printing SCAG business envelopes)	\$11,657
• Sparkletts (Open PO for beverage services for SCAG LA and Riverside offices)	\$11,000
• PlanetBids, Inc. (Support Service, Bid Management System for FY07/08)	\$11,000
• County of Ventura Assessor (Ventura County Parcel Characteristic file & monthly update)	\$10,624
• Rockware, Inc. (ArcView software license)	\$10,400
• Charette (HP DesignJet Production Plotter)	\$10,156
• Tech Depot (Open PO for miscellaneous computer supplies)	\$10,000
• City of San Fernando (Sub-regional Delegation Agreement)	\$10,000
• WRCOG (Aerial Imagery for County of Riverside)	\$9,942
• Veer, Inc. (Stock Photographic images for 08 RTP)	\$8,775
• Hasler, Inc. (Mailing system for SCAG mailing needs)	\$8,415
• JL Promotions, Inc. (Laser Pointer)	\$6,060
• Getty Images, Inc. (Stock Photographic images for 08 RTP)	\$6,031
• Federal Express (Open PO for FedEx package delivery services)	\$6,000
• USPS/Pitney Bowes (Open PO for SCAG postage requirements)	\$5000

MEMO

FISCAL IMPACT:

None. Funding is available.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

PURCHASE ORDER CONTRACT

Vendor: Consiliant Technologies

Scope:

The project is to install a SAN (Storage Area Network) of at least 10 TeraBytes (with 5 TB yearly growth), a complete Backup Solution, training, and data migration required to support SCAG's on-going business operations.

P.O. Amount: **FY-07 Total not to exceed** **\$179,330**

Work Element:	07-850.SCGS9	\$179,330	Funding Source: IC
	08-850.SCGS9	\$ 23,200	Funding Source: IC
	09-850.SCGS9	\$ 23,200	Funding Source: IC
	10-850.SCGS9	\$ 23,200	Funding Source: IC

Request for Proposal: SCAG staff notified 155 pre-qualified firms of the release of RFP No. 07-076. A total of 48 firms downloaded the RFP. The RFP was also posted on SCAG's bid management system. Seven (7) proposals were received in response to the solicitation:

(A)	(B)	(C)*	(D)
Proposer	Initial Offer	Revised Offer (Based SCAG's Revised Requirements)	Best & Final Offer
1. CDW-G	\$116,657	No response	N/A
2. Consiliant Technologies	\$271,291	\$150,520	\$179,330
3. EVT Corporation	\$344,681	\$322,624	NA
4. LanSolutions	\$184,884	\$162,365	\$181,815
5. Sarcom	\$283,990	N/A	N/A
6. Stack Computer Inc	\$702,675	\$324,773	N/A
7. Synegi, Inc.	\$113,988	\$129,655	\$0**

* To enable an accurate comparison of offers and calculate the "Best & Final Offers" (column D above), SCAG staff added installation costs, as well as tax & shipping to the "Revised Offer" (column C).

**Synegi's proposal was eliminated because it was considered insufficient for further consideration, in that it excluded the cost of certain components and maintenance, and had a low rating on technical approach.

Selection Process: The Proposal Review Committee (PRC) evaluated the seven (7) responsive proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. The PRC was comprised of the following individuals:

Catherine Chavez, Manager of Information Technologies, SCAG
Victor M.J. Ryden, Lead Systems Administrator, SCAG
Javier Minjares, Senior Regional Planner, SCAG
Thanh Nguyen, Sr. Programmer Analyst, Metropolitan Water District

After the initial proposal review, Sarcom's proposal was eliminated due to lack of responsiveness and overall poor quality.

A revised bid sheet based on SCAG's new/revised technology requirements (see explanation below) was distributed to the remaining six (6) proposers. Five (5) of the six proposers responded to the revised bid sheet. Of these, two (2) proposers were not interviewed because their prices were unacceptably high. The remaining three (3) proposers were interviewed. These three (3) proposers were asked to submit an estimated cost for expanding storage within six months. This was requested because of the expected rapid growth of SCAG's storage requirements for modeling and planning data within the next few years. The PRC based their final award recommendation on the proposals reviewed, the interview results, and the initial and future cost of the solution.

Basis for Selection:

The PRC committee recommends Consiliant Technologies for the contract award due to the quality of the proposal, the vendor's expertise, the manufacturer's position in the industry, and it is estimated to provide the lowest cost for future storage expansion.

The selection was completed in multiple phases: review of initial proposals, technology selection, review of updated proposals based on technology selection, comparison of initial and future costs, and final vendor selection. After reviewing proposals during the first phase, the PRC decided to limit the selection to iSCSI (network based) storage technology as opposed to the fiber-based solutions proposed by some of the vendors. This decision was made due to lower cost, ease of administration and adequate performance of iSCSI for SCAG's requirements.

The PRC proceeded to the pricing phase by requesting bids from the six (6) vendors based on these new requirements for an iSCSI system configuration, including various options for increased capability. Five (5) responses were received and evaluated against several criteria, including price, the quality of solution, compliance to requirements, and software capabilities. Two (2) vendors, EVT Corporation and Stack Computer, were eliminated due to high price. Of the remaining three (3) solutions, Synegi's proposal was eliminated based on incomplete responses for the cost of certain components and maintenance, and a lower rating on technical approach. While LAN Solutions was the second lowest initial cost, the cost of adding storage was over double the amount quoted by Consiliant.

In conclusion, Consiliant's solution was determined to be the highest value to SCAG, i.e., a high quality of technology and services combined with the lowest reasonable cost for initial and future needs.

CONSULTANT CONTRACT

Consultant: DMJM + Harris, Inc.

Scope: SCAG seeks to retain the services of Consultant to assess SCAG's operating environment, recommend a software solution, implementing the software solution, designed to help ensure that all SCAG planning activities are implemented in a disciplined, well-managed, consistent, coordinated and integrated manner so that:

- Projects are completed within prescribed budgets and schedules.
- Project deliverables support federal and state mandated planning program deadlines.
- SCAG realizes the Regional Council's program outcome expectations.

In summary SCAG seeks a consultant with strong scheduling expertise and experience.

Contract Amount:	Total not to exceed DMJM+Harris, Inc. (prime)	NTE \$113,216 Annually (No subcontractors)
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	Total contract value	NTE \$113,216 Annually
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Contract Period: June 25, 2007 through June 30, 2008

Work Element:	07-820.SCGC1-- \$13,216	(Funding source: FTA)
	08-120.SCGC1 -- \$100,000	(Funding source: FTA)

Request for Proposal: SCAG staff mailed postcards to 847 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 08-001. A total of 107 firms downloaded the RFP. The RFP was also posted on SCAG's web site. The following 5 proposals were received in response to the solicitation:

DMJM Harris	\$113,216
Bluecrane, Inc	\$114,300
KJM & Associates	\$361,416
Marsh Consulting	\$113,050
RNR Consulting	\$105,850

Selection Process: The Proposal Review Committee (PRC) evaluated all 5 proposals in accordance with the criteria set forth in the RFP, and the selection

process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were not required because the project scope was self explanatory.

The PRC was composed of the following individuals:

Wayne Moore, Chief Financial Officer, SCAG
Hassan Ikhata, Director of Planning, SCAG
Leyton Morgan, Manager of Contracts, SCAG
Jacqueline Bobo, Budget manager, SCAG
Basil Panas, Accounting Manager, SCAG

Basis for Selection:

The PRC reached consensus that DMJM is the best fit for SCAG's current and forecasted needs and therefore recommends DMJM for contract award. The PRC also recommends DMJM for contract award because the firm's proposal demonstrated a superior understanding of SCAG's scheduling issues. Additionally, the PRC felt DMJM demonstrated the best expertise in performing scheduling activities for relevant organizations than did the other firms. Lastly, the PRC felt DMJM's proposed price provided an excellent value (although RNR and Marsh proposed a slightly lower price, RNR's proposal did not demonstrate the required experience, and Marsh's proposal did not demonstrate the same level of relevant experience compared to DMJM's).

CONSULTANT CONTRACT

Consultant

Nelson Nygaard Consulting Associates

Scope:

Arroyo Verdugo Subregion and SCAG wish to obtain consultant assistance to conduct a feasibility review and implementation plan for intercity connector services between Burbank, Glendale and Pasadena. The project is known as the Tri-City Corridor Study. The goal of the project is to study the feasibility of linking regional activity and employment centers, using high capacity express/rapid bus transit services to reduce traffic congestion and improve regional mobility. Also it is to study the feasibility of using Intelligent Transportation System (ITS) technology within the corridor to achieve better operational performance, including speed and reliability, and to provide "real time" customer information to improve ridership and ease of transfers. The study will identify enhancements of a local transit services to implement a feeder transit network to the proposed corridor service, and enhanced connections to the Gold Line in Pasadena and the Red Line Subway and Orange Line BRT systems in North Hollywood.

Contract Amount:	Total not to exceed	\$99,937
	Nelson Nygaard	\$73,998
	Iteris (dba Meyer Mohades)	\$25,939

Contract Period:	August 23, 2007 through January 31, 2008
Work Element:	07-140.AVGC1 \$124,967 Funding Source: FTA

Request for Proposal: A bid alert notice for RFP 07-081 was emailed to 444 consultants, and the RFP was posted on SCAG's bid management system. A total of 72 firms downloaded the RFP. The following five consultant(s) responded to the RFP:

Nelson Nygaard	\$99,937
IBI Group	\$100,000
Iteris (dba Meyer Mohades)	\$99,597
Katz, Okitsu & Associates	\$99,555
Diversified Transportation Solutions	\$87,405

Selection Process: The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five proposers.

The PRC was comprised of the following individuals:

Greg Hermann, Transportation Planner, City of Burbank
Valerie Gibson, Planner, City of Pasadena
Rebecca Granite-Johnson, Executive Analyst, City of Glendale
Charles Lau, Transportation Planner, Caltrans District 7
Mike Jones, Transportation Planner, SCAG

Basis for Selection:

The PRC recommends Nelson Nygaard because they have completed extensive work in the Arroyo Verdugo Subregion. (i.e., Cities of Pasadena and Glendale). For example, they completed transit oriented development and parking for both previously mentioned cities. Furthermore, in 2001, Nelson Nygaard completed the Los Angeles Transit Impact Study which analyzed the impact of development on public transit in Los Angeles. Finally their innovative approach in developing a "Blue Ribbon" committee was a key factor in the PRC's decision to award the contract to Nelson Nygaard. This Blue Ribbon Committee is comprised of elected officials or City Managers, major employers and developers that have a stake on the corridor's travel needs.

CONSULTANT CONTRACT

Regional HOV/Flyaway Study

Consultant: GTC Axiom Corporation

Scope: The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Los Angeles, Orange, Riverside, San Bernardino, Ventura and Imperial. Within those counties reside ten established or emerging air carrier airports: Los Angeles International, Ontario International, Burbank, Long Beach, John Wayne, Palm Springs, Palmdale, March Inland Port, San Bernardino International, and Southern California Logistics. Most of the established airports are in urban locations and are subject to significant physical or legally enforceable capacity constraints. The agency's adopted 2004 Regional Transportation Plan (RTP) contains a Regional Aviation Element that recommends strategies for decentralizing passenger service to the emerging airports, which are generally located in suburban areas and have room to expand. This is essential for the region to be able to serve forecast regional aviation demand, and secure the economic benefits and global economic competitiveness associated with serving that demand.

The purpose of this project is to evaluate and recommend a regional system of new flyaways that show high potential to support SCAG's Regional Aviation Decentralization Strategy, by facilitating reliable access to suburban airports in the Inland Empire and North Los Angeles County for air travelers in the urban areas of Los Angeles and Orange counties. The evaluation will first assess the ability of the eight new flyaways being proposed by Los Angeles World Airports to serve LAX (in addition to the two existing flyaways at Van Nuys and Union Station) to also serve passenger demand to other airports including Ontario, Palmdale, San Bernardino International and Palm Springs. Additional locations for potential new flyways in the region will also be identified and assessed, with emphasis on locations that can take maximum advantage of airport access provided by the region's existing and planned high-occupancy-vehicle (HOV) and light, heavy and high-speed rail systems.

Contract Amount:	Total not to exceed	\$99,670
	GTC Axiom	\$99,670

Contract Period: July 11, 2007 through June 30, 2008

Work Element:	07-060.SCGC2	\$99,670	Funding Sources: Consolidated Planning Grant – FHWA & FTA
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Request for Proposal: SCAG staff notified 589 firms of the release of RFP No. 07-071. The RFP was also posted on the Urban Transportation Monitor's website (lawleypublication.com), American Planning Association's website, and SCAG bid management system. A total of 56 firms downloaded the RFP. The following proposal was received in response to the solicitation:

GTC Axiom (no subcontractors) \$99,670

Selection Process: The Proposal Review Committee (PRC) evaluated this proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Barbara Martinoff, Chief Program Analyst, LA World Airports
Jennifer Piecul, Transportation Engineer, Caltrans Dist. 7
Michael Armstrong, Aviation Program Manager, SCAG
Bob Huddy, Transit Program Manager, SCAG

Basis for Selection: The PRC committee recommends GTC Axiom for the contract award because of the firm's qualifications to fulfill the requirements of the project. They are committed to completing the project by June 30, 2008. They will be able to do this since the integrated aviation demand and ground access model they will employ in the study (RADAM) is calibrated with current passenger survey data, updated regional traffic data including recent ground counts, and updated transportation facility inventories. It also has been calibrated with 2035 demographic, land use and traffic forecasts developed by SCAG. The RADAM model has been adapted to SCAG's transportation zonal system and is fully integrated with SCAG's regional transportation (TRANPLAN) model. It is also incorporates currently funded and programmed transportation projects in the Regional Transportation Improvement Program, and planned projects in the 2004 RTP, including high-occupancy-vehicle (HOV) and high-speed rail projects (projects incorporated in the model will be updated when 2008 RTP projects are available). Consequently, no lengthy experimentation, calibration or validation processes will be needed to prepare the RADAM model for use in this study.

CTC axiom staff have performed a considerable amount of aviation modeling work for SCAG in the past and is very knowledgeable about key aviation issues facing the region. They have performed state-of-the-art aviation demand modeling and forecasting work for SCAG's 1998, 2001, and 2004 RTPs, and developed the aviation ground access element for the 2004 RTP. They have also participated in a number of specialized SCAG transportation studies including high-speed rail demand studies. The modeling work completed for

the Regional HOV/Flyaway Study will be entirely consistent with the adopted regional aviation forecast and aviation ground access element in the 2008 RTP, since GTC Axiom staff is completing that work for SCAG under another contract.

Lastly, GTC Axiom staff has participated in a number of HOV study projects in the region including the original planning of HOV candidate routes and their ranking in the early 1990's. The Axiom project manager developed the original mode choice impact techniques used for ranking of HOV projects proposed by Caltrans, SCAG and other agencies.

CONSULTANT CONTRACT

Consultant: Iteris, Inc. dba Meyer, Mohaddes Associates

Scope: The City of Palmdale, in association with the Southern California Association of Governments (SCAG), is requesting consultant services to assist in the preparation of a study to analyze several truck-related issues in North Los Angeles County (NLACO).

The purpose of this study is to respond to and evaluate the highest priority action items identified Section VII of the 2003 North Los Angeles Truck Study (NCTS). This includes the identification of existing conditions, specifically truck counts and truck turning movements at key locations, evaluation of placement and condition truck signage (e.g. reflectivity, etc.), evaluation of truck trips originating from, and ending at, the Ports of Los Angeles and Long Beach and Southern California Logistics Airport. The study will also identify potential locations for truck stops, rest stops, and combined overnight street truck parking to accommodate truckers, impacts on truckers during times of inclement weather (e.g. snow, sleet, etc.) and potential route alternatives for truckers in the event of such incidents with a specific focus on I-5, SR 14, SR 138 and other major, regionally-significant arterials located within the subregion. Further, the study shall provide recommendations for improved practices related truck planning and goods movement for the subregion, determine the subregion's legal compliance with local, state, and federal laws and guidelines pertaining to trucks, and consider the potential impacts and effects of existing and planned ITS measures on truckers. Lastly, the consultant will also present the findings to NLACO subregional members for review and discussion.

Contract Amount:	Total not to exceed	\$73,714
	Iteris, Inc. dba Meyer, Mohaddes Associates (prime)	\$73,714

Contract Period: Notice to Proceed – 06/30/08

Work Element: 07-060.NLAC1 **\$73,714** Funding Sources: FTA

Request for Proposal: SCAG staff notified 434 pre-qualified firms of the release of RFP No. 07-079. A total of 28 firms downloaded the RFP. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. The following two proposals were received in response to the solicitation:

Iteris, Inc.	\$73,714
Katz, Okitsu & Associates	\$74,925

Selection Process:

The Proposal Review Committee (PRC) evaluated the two proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following individuals:

Vin Kumar, Senior Transportation Engineer, Caltrans, District 7
Mario Enriquez, Associate Traffic Engineer, City of Lancaster
Mike Behen, Senior Transportation Planner, City of Palmdale
Ian Pari, Senior Traffic Engineer, City of Santa Clarita
Mike Jones, Assistant Transportation Planner, SCAG
Tom Horne, Assistant Traffic Engineer, City of Palmdale

Basis for Selection:

The PRC committee recommends Iteris, Inc. dba Meyer, Mohaddes Associates for the contract award because of the firm's qualifications to fulfill the requirements of the project.

Iteris possesses extensive previous experience with numerous local truck and goods movement studies. Their portfolio clearly demonstrated extensive expertise in understanding key goods movement issues facing the region and their ability to conduct and complete this project. Studies completed by Iteris with similar scopes includes:

- The South Bay Cities Truck Movement/Freight Operations Study which identified freight transportation conditions, issues, and opportunities related to goods movement activities for the South Bay and involved extensive stakeholder outreach.
- The Gateway Cities I-710 Mobility and Goods Movement was an analysis of transportation infrastructure needs which resulted in the development of a Strategic Transportation Investment Portfolio.
- The Gateway Cities Trucking Study was an analysis of trucking in the Gateway Cities examining truck volumes, safety issues, congestion, and environmental impacts and the economic benefits of trucking.
- The Orange County Goods Movement Study was a comprehensive overview of all goods movement issues in the County addressing commodity flows, truck movements on arterial and freeways, truck related accidents and incidents, industrial land uses, rail grade crossing impacts and other related issues.

Iteris also has modeling experience with SCAG's Heavy Duty Truck Model and Regional Travel Demand Model, and participated in SCAG's 1998 Heavy Duty Truck Model (HDT) and VMT Estimation study. The study intended to develop a methodology and computer

model components to be integrated with the model's travel patterns, traffic volumes, vehicle miles of travel (VMT), and resultant emissions for the SCAG region. This experience should prove valuable to the completion of this study, especially in identifying the relationship between goods movement activities and subregion as an origin/destination for truck trips.

The overall timeline and budgets proposed by both Iteri and Katz, Okitsu and Associates were suitable to the requests outlined in the scope of work. However, the amount of money to be used for public outreach by Katz, Okitsu and Associates seemed high. Further, the study methodology and approach identified in Iteris' proposal was more detailed and included specific steps and deliverables than did Katz, Okitsu and Associates. Katz, Okitsu and Associates did not provide thorough detail on the tasks to be performed in the study and how the tasks noted would be completed. Iteris outlined a methodology for data collection, specifically truck counts, more clearly than Katz, Okitsu and Associates. Katz, Okitsu and Associates failed to detail how traffic count data would be collected and appeared to allocate too little time for the activity while Iteris had a reliable subcontractor slated to perform counts. Additionally, the PRC had some concern about the involvement of the Principal for Katz, Okitsu and Associates in the study. Iteris clearly demonstrated its ability to complete tasks such as conducting traffic counts within the timeline at a reasonable cost.

Lastly, Iteris conducted the NCTS Phase I, a precursor to this study. As a result, they are highly knowledgeable of the geographical characteristics in the area, as well as the truck travel and goods movement related issues facing the area. Iteris has a very well qualified staff assigned to this project, which is critical to the quality and timely completion of the study. While both firms could likely complete the study, it was concluded that Iteris is more able to fulfill overall objectives of this study, and should be awarded a contract to complete the study.

CONSULTANT CONTRACT

Consultant: IBI Group

Scope: The Fort Yuma-Quechan Reservation is home to the Quechan Indian Tribe. Located west of the Colorado River on the borders of Arizona, California, and Mexico, the reservation is approximately 45,000 acres in size and is home to 1,487 tribal members (3,194 total enrolled Quechan Tribal members). Yuma, Arizona, an urban city of nearly 95,000 people, lies south of this general area. Agriculture, tourism, and tourist-related businesses (casino gaming) largely contribute to the area's economic base as Interstate 8 carries approximately 8 million travelers within one mile of these opportunities.

The intent of this project is to provide needed public transportation services between a rural community and an urbanized environment. The public transportation connector services provide means for the rural community to commute to the urban environ for employment, medical appointments, shopping, education, and other services. As part of the feasibility review, assessment of potential park-and-ride facility locations and bus stops will be necessary.

Contract Amount:	Total not to exceed	\$35,401
	IBI Group (Prime)	\$35,401

July 19, 2007 through June 30, 2008

Work Element:	07-210.SCGC1 - \$35,401	Funding Source: Consolidated Planning Grant: 5305/In-kind
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Request for Proposal: SCAG staff notified 262 firms of the release of RFP No. 07-078. The following two proposals were received in response to the solicitation:

IBI Group (no subcontractor)	\$35,401
Diversified Transportation Solutions (no subcontractor)	\$34,656

Selection Process: The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC comprised of the following individuals:

Andre Darmanin, Regional Transit Planner, SCAG
Robert Huddy, Project Manager I, SCAG

Kathi Williams, Executive Analyst, IVAG
Paul Melcher, Transportation Planner, Yuma MPO
Farnaz Badiei, Transportation Planner, Caltrans District 11

Basis for Selection:

The PRC committee's unanimous recommendation to award to the IBI Group was based upon the firm's strong qualifications to fulfill the requirements of the project. The IBI Group offered a strong professional team, with a broad skill and experience pool in transit planning. The IBI Group has had previous experience on numerous projects of a similar nature, and demonstrated their knowledge of the study area. The IBI Group also showed a stronger understanding of the issues associated with rural transit services, including potential demand, operations, costs, and funding.

REPORT

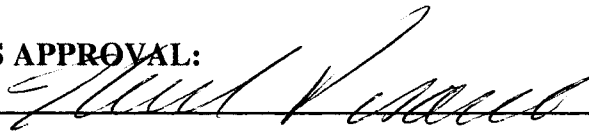
DATE: August 30, 2007

TO: Investment Subcommittee, Administration Committee

FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov

SUBJECT: STATEMENT OF INVESTMENT POLICY

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Recommend that the Administration Committee adopt SCAG's new statement of investment policy.

BACKGROUND:

California Government Code Section 53646 (a) (2) states that local agencies, other than counties, may annually render to their legislative body and any oversight committee, a statement of investment policy. This policy must be considered at a public meeting.

An effective investment policy not only provides a level of accountability for investment officials, but also promotes a greater degree of public trust in the investment process. It should be periodically reviewed. At this time, several changes are being proposed in order to reflect new titles, new investment vehicle needs, and to comply with state law.

(1) Section 8, Authorized Investments

- a. The new language specifically authorizes investments made pursuant to California Government Code 53601 (o): *Shares of Beneficial Interest issued by a Joint Powers Authority organized pursuant to California Government Code Section 6509.7 that invests in the securities and obligations authorized in Section 53601 (a) through (n).*
- b. Added paragraph "B", "Other Post-Employment Benefits Funding" to permit the use of CalPERS' Retiree Benefit Trust Fund for prefunding retiree medical benefits.
- c. Added paragraph "C", "Supplemental Defined Benefit Pension Rate Plan Funding" to require that this benefit be funded with an annuity, as approved by the RC on July 12, 2007.

(2) Various Sections


Responsible persons have been identified using current titles. Clarifying language has been added where needed.

REPORT

FISCAL IMPACT:

None.

Reviewed by:




Division Manager

Reviewed by:

Department Director

Reviewed by:



Chief Financial Officer

SCAG STATEMENT OF INVESTMENT POLICY

Deleted: (Adopted March 6, 1997)

Section 1: Purpose

This SCAG Statement of Investment Policy is intended to provide standards and guidelines for the prudent investment of funds by SCAG in conducting its investment and cash management responsibilities. The goal is to strengthen the overall financial condition of SCAG, while earning a return on our investments with safety and liquidity.

Section 2: Objective

The Policy is designed to achieve and maintain adequate working capital to support our Planning and Support Operations and to grow our available resources and funds to the fullest extent possible. SCAG attempts to obtain a market rate of interest without assuming undue risk to principal. The objectives of such investments is: 1) the long term preservation of capital, 2) adequate cash resources to meet our short term financial needs for liquidity; and 3) to earn a competitive rate of return on capital.

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Section 3: Scope

This investment policy applies to activities of SCAG with regard to investing the financial assets of all funds, including the following: General Fund, Special Revenue Funds, and Trust Funds, and any other Funds that may be created from time to time.

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Section 4: Investment Responsibility

Investments are the responsibility of the Chief Financial Officer and the Manager of Accounting. This includes the authority to select investments, engage professional services, to open accounts with banks, brokers and dealers, to establish safekeeping accounts or other arrangements for the custody of securities, and report to oversight bodies. Those persons authorized to execute transactions include: 1) Chief Financial Officer or his/her director designee, 2) Manager of Accounting or his/her staff designee, and 4) those specifically approved and added by the Administration Committee (AC) of the Regional Council (RC). Brokers and dealers are to be provided with a list of specified names of those persons authorized to execute transactions.

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Deleted: 3) Senior Accountant,

Deleted: The Chief Operating Officer and the Controller shall be available to execute transactions on a timely basis.

Section 5: Internal Controls

The Chief Financial Officer and the Manager of Accounting shall establish the investment function so that specific responsibility for the performance of duties are assigned with a clear line of authority, accountability and reporting. The functions of authorizing, executing and recording transactions, custody of investments and performing reconciliation" are to be handled by separate persons to reduce the risk that a person is in a position to conceal errors or fraud in the normal course of duty.

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While no internal control system, however elaborate, can guarantee absolute assurance that assets are safeguarded, it is the intent of the internal control system to provide reasonable assurance that management of the investment function meets our objectives. These internal controls shall be reviewed annually by the independent auditor.

Section 6: Reporting

The AC shall be responsible for reporting the status of investments to the RC on a quarterly basis. Reports are to be submitted by the Chief Financial Officer to the AC and/or the Investment Subcommittee following the end of each quarterly period. These reports shall show the type of investment, institution, face amount, interest rate, date of maturity, compliance to the investment policy, a verification of adequacy of working capital to meet our operating needs and market value for all investments. The reports shall appear in the consent calendar of all agendas.

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Section 7: Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” and shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs.

Section 8: Authorized Investments

(A) Surplus Funds

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Funds may be invested in any instrument allowable by the State of California Government Code Section 53600 et seq. so long as the investment is appropriate when SCAG’s investment objectives and policies are taken into consideration. Within the context of the limitations, the following are authorized:

- US Treasury Obligations (Bills, Notes and Bonds)
- US Government Agency Securities and Instrumentality’s of Government Sponsored Corporations
- Banker’s Acceptances
- Commercial Paper
- Repurchase Agreements
- Certificates of Deposit
- Negotiable Certificates of Deposit
- Passbook Savings Accounts
- Interest Bearing Checking Accounts
- Intermediate Term Corporate Notes
- Bank Money Market Accounts
- Local Agency Investment Fund (State Pool)

- Los Angeles County Investment Fund (County Pool)
- Shares of Beneficial Interest issued by a Joint Powers Authority organized pursuant to California Government Code Section 6509.7 that invests in the securities and obligations authorized in Section 53601 (a) through (n).
- Other investments that are, or may become, legal investments through the State of California Government Code.

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B. Other Post-Employment Benefits Funding

All funding approved for this purpose shall be invested in the irrevocable trust for post-employment benefits administered by the California Public Employees Retirement System (CalPERS), also known as the "Prefunding Plan."

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C. Supplemental Defined Benefit Pension Plan Funding

All funding approved for this purpose shall be invested in an annuity selected according to criteria prescribed by SCAG procurement policies and SCAG's financial and operational needs.

Section 9: Prohibited Investments

SCAG shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. SCAG shall not invest any funds in any security that could result in a zero interest accrual if held to maturity.

Section 10: Investment Criteria

Criteria for selecting investments and order of priority are:

A. SAFETY

The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. SCAG shall only invest in those financial instruments whose safety and quality comply with State law and SCAG's risk tolerance.

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B. LIQUIDITY

This refers to the ability to convert an investment into cash at any moment in time with a minimal chance of losing some portion of principal or interest. Since liquidity is an important investment quality, especially when the need for immediate access to funds may occur unexpectedly, potential fluctuations in market value are to be an important consideration when selecting an investment. SCAG's portfolio shall provide for adequate liquidity as indicated by SCAG's cash projections.

C. YIELD

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Yield is the potential dollar earnings an investment can provide and sometimes is described as the rate of return. SCAG shall attempt to maximize return consistent with criteria A and B above.

Section 11: Diversification

SCAG will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities. Diversification strategies shall be established within the guidelines of Government Code Section 53600 et seq., and periodically reviewed.

Section 12: Investment Pools

SCAG has determined that use of investment pools is a practical investment option. SCAG will utilize guidelines established by the California Municipal Treasures Association and California Society of Municipal Finance Officers to ensure the safety of investment pools.

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Section 13: Maturity Limitations

Every investment instrument purchased must have a term remaining to maturity of five years or less, unless RC approval was obtained three months in advance.

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Section 14: Safeguarding of Assets and Records

Securities purchased from broker/dealers shall be held in third-party safekeeping in SCAG's name and control, whenever possible. Monthly statements received from the financial institution are reconciled to the investment reports by the Senior Accountant. Review of safety, liquidity, and yields of investment instruments; and reputation and financial condition of investment brokers is to be done by the AC. The periodic review of the investment portfolio, including investment types, purchase price, market values, maturity dates, and investment yields as well as conformance to the stated investment policy will also be performed by the AC.

Section 15: Qualified Institutions

If SCAG decides not to use investment pools, SCAG shall prepare and maintain a listing of financial institutions which are approved for investment purposes. In addition, a list will be maintained of approved broker/dealers selected by credit worthiness, who maintain an office in the State of California. All financial institutions and broker/dealers who desire to become bidders for investment transactions must supply the following: audited financial statements, proof of National Association of Security Dealers' certification, trading resolution, proof of California registration, and certification of having read this Investment Policy. An annual review of the financial condition and registrations of qualified bidders will be conducted by the AC.

Section 16: Monitoring and Adjusting the Portfolio

SCAG, will monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly based on our Investment Policy. Investment counselors may be engaged to assist in the performance of this work with the approval of the AC.

Section 17: Modification and Legislative Changes

The AC shall be responsible for modifying investment guidelines as conditions warrant and submit same for re-approval by the RC on an annual basis. This annual approval may be on the consent agenda unless there are amendments to this Policy. Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into SCAG's Statement of Investment Policy and supersede any and all previous applicable language.

Section 18: Segregation of Responsibilities

A. FUNCTION	B. RESPONSIBILITY	Formatted: Font: Bold
Develop Statement of Investment Policy	<u>Chief Financial Officer</u> <u>Manager of Accounting</u>	Formatted: Font: Bold
Recommend modifications to Statement of Investment Policy	<u>Chief Financial Officer</u> Legal Counsel <u>Manager of Accounting</u> Investment Subcommittee	Formatted: Underline
Approve Statement of Investment Policy and appointment of Oversight Committee	Administration Committee	Formatted: Underline
Adopt Statement of Investment Policy	Regional Council	Formatted: Underline
Select Investments	<u>Chief Financial Officer</u> <u>Manager of Accounting</u> Outside Investment Manager	Formatted: Underline
Approve transactions	Chief Financial Officer or Manager of Accounting	Formatted: Underline
Execute investment transactions and fax completed trade information to SCAG	Outside Investment Manager	Formatted: Underline
Investment verification (match broker	Senior Accountant	Deleted: C

confirmation to trade information provided by outside Investment Manager to SCAG investment records)	
Record investment transactions into SCAG's accounting records	Senior Accountant – General Ledger
Reconcile investment records to accounting records and bank statements	Senior Accountant – General Ledger
Security	Time Certificates of Deposit will be maintained in SCAG's safe in the care of the <u>Manager of Accounting</u> . All other investment securities will be held in safekeeping in the trust department of SCAG's Depository bank, or other third party custodian as designated by the Chief <u>Financial Officer</u> .

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Section 19: Administration Committee and Investment Subcommittee

The AC is empowered to review and make recommendations on the Investment Policy and Investment Strategy of SCAG to strengthen the internal controls of the management of funds. The AC may, in its discretion, establish an Investment Subcommittee to assist the AC to achieve the goals and objectives of this Investment Policy.

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19.1 Purpose of the Investment Subcommittee

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- A. To review and make recommendations about this Investment Policy and Investment Strategy.
- B. To review investments on a periodic basis and to report any exceptions to this Investment Policy immediately to the RC.
- C. To be responsive to AC requests.

19.2 Membership

The total membership shall consist of five members: 1) AC Chairman and 2 Members (selected by the AC members), 2) Chief Financial Officer, and 3) Manager of Accounting.

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19.3 Functions and Duties

Document #139059

- A. Annually: To review and approve the Statement of Investment Policy; and
Review the financial condition of broker/dealers and financial institutions.
- B. Quarterly: To review investments made during the pervious quarterly period;
and
Provide a status report to the AC.
- C. Monthly: To develop and carry out the ongoing investment strategy in accordance with the Investment Policy; and
Recommend amendments to the Statement of Investment Policy.
- D. The function of the AC and the Investment Subcommittee is to provide policy guidance that gives the operating staff standards and guidelines to work within on a day-to-day basis. By this, it is meant that each individual trade need not be approved by this Committee at the time it is transacted, provided that it falls within the scope of the Statement of Investment Strategy.

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REPORT

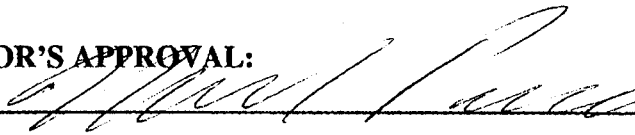
DATE: July 12, 2007

TO: Administration Committee
Regional Council

FROM: Debbie Dillon, Human Resources Manager, 213-236-1870
dillon@scag.ca.gov

SUBJECT: Merit Pay Program

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTIONS:

The Personnel Committee acted on June 21, 2007 to recommend the following actions:

- Approve completion of merit pay pilot status
- Approve 1% increase for each merit pay compensation rating category as follows:
 - Meets Expectations 2-4%
 - Above Expectations 5-7%
 - Excels 8-10%

SUMMARY:

On June 7, 2001, the Regional Council approved recommendations contained in the Compensation study conducted by Personnel Concepts, Inc. One component of that study was the recommendation to implement a Pay for Performance Program. The parameters of that study have been the basis for SCAG's performance evaluation process and compensation planning during the last four and half years.

Policy direction from the Regional Council in 2001 included applying a Pay for Performance Program to all employees in the senior level positions and above. This included executive management, managers, supervisors, leads, and seniors. All other employees were to stay on the current compensation system until a later date. To assist in the implementation of the Pay for Performance Program, a new performance evaluation process was implemented during fiscal year 2002/2003.

In November 2003 the Personnel Committee received a report on the status of the program and information that staff expected to recommend an extension of the program to the rest of the staff in June 2004.

In April 2004 the Personnel Committee received a status report and a staff recommendation to extend the Pay for Performance program to all employees for a two-year pilot period. The Personnel Committee provided input and recommended to the Administration Committee and the Regional Council in May 2004 to extend the two-year pilot program to all staff effective July 2004.

REPORT

The Regional Council approved the Merit Pay two-year pilot program in July 2004 and requested periodic updates.

In July 2004 all employees were evaluated and compensated under the Merit Pay pilot program.

In October 2004, May 2005, October 2005, and October 2006 program status reports were provided to the Personnel Committee.

In December 2006, the Regional Council acted to recommend that the pilot program be extended through July 2007 to allow further refinements to the program.

BACKGROUND:

SCAG staff receives compensation adjustments only through the Merit Pay Program. The percentage increases per rating category, as approved by the Regional Council in 2001, are as follows:

Evaluation Rating	Percentage Adjustment
Excels	7-9%
Above Standards	4-6%
Meets Standards	1-3%
Needs Improvement or Unsatisfactory	0

SCAG staff does not receive cost of living adjustments and they do not receive step increases. The salary ranges may be adjusted annually if they are determined by a salary survey to no longer be at the Regional Council approved level of the 75th percentile. Only those employees that fall below the new bottom of the range are adjusted at the time of a range change. A salary survey is conducted annually to determine if adjustments are necessary. Any suggested changes to the ranges are provided to this committee prior to implementation.

EVALUATION RATING STATISTICS & SALARY ADJUSTMENTS:

The evaluation rating statistics and applicable salary adjustments are listed on the following page. The Excels and Needs Improvement rating categories have remained relatively constant for each year. While the Above Standards category has gradually increased and the Meets Standards category has gradually decreased. This is reflective of the performance of the organization as a whole, in that it has improved in the last four and a half years.

In July 2003, employees below the senior level were eligible for a 3% or 0% salary adjustment based on the prior evaluation system. In July 2004, all employees became eligible for the Merit Pay program.

In all years of the program, employees who are at the top of the salary range received a lump sum equivalent to the percentage that was over the top salary range. Effective in July 2006, these lump sum payments are counted by CalPERS as part of an employee's eligible compensation. This became effective with the lump sum payments in July 2006.

REPORT

EVALUATION RATING STATISTIC & SALARY ADJUSTMENT TABLE

Evaluation Rating Scale	July 2003 Ratings	July 2003 % Salary Adj.*	July 2004 Ratings	July 2004 % Salary Adj.	July 2005 Ratings	July 2005 % Salary Adj.	July 2006 Ratings	July 2006 % Salary Adj.
Excels	17 or 17%	8%	13 or 13%	7%	11 or 12%	7%	10 or 13%	7%
Above	23 or 22%	5%	31 or 31%	5%	35 or 38%	5%	35 or 44%	5%
Meets Standard	59 or 57%	3%	51 or 51%	3%	43 or 47%	3%	32 or 40%	3%
Needs Improvement	4 or 4%	0	6 or 6%	0	2 or 2%	0	3 or 4%	0
Unsatisfactory	0	0	0	0	0	0	0	0
TOTAL**	103		101		91		80	

* Employees below Senior Level received 3%; all-other employees eligible for more than 3%.

** Excludes Probationary Employees

Average overall salary increase for fiscal years 2002/2003, 2004/2005 and 2005/2006 were 3.64%, 4.3% and 4.10%, respectively.

Performance evaluation and performance management training was provided in November 2004, May 2005, spring 2006 and November 2006 for all management/supervisory employees. The current review cycle is scheduled for completion in July 2007.

We are continually improving the process and continue to refine the linkage between the employee performance agreement, professional development goals, the mission statement, values statement and the rating criteria. We are updating the performance agreement and the performance evaluation forms for FY 07/08 to incorporate the April 2007 SCAG Values Statement and input received from managers and directors. After more than four years of using a standardized evaluation form and process, we are experiencing improvements in the overall performance of the organization and the staff. The rating distribution is a good indicator of the performance of the organization as a whole. We determine the success of the program based on the rating statistics, the content of the written evaluations, and the effectiveness of performance management on improving staff performance.

REPORT

Starting in July 2008, managers will have the discretion to recommend varying levels of pay within the same rating category for their staff. During the pilot status, we applied a fixed percentage in each rating category for the given level of performance. Now that the program is more sophisticated and the evaluators are more experienced, they will be provided with more discretion in recommending pay. For example, a manager with four employees rated as overall Meets Expectations but whose performance varies within the Meets category can recommend between 2-4% per employee depending on their performance level within the category. During the pilot status, all employees whose performance was rated as Meets Expectations received the same merit payment amount regardless of the level of performance within the Meets category.

CONCLUSION:

We are requesting completion of the pilot status of the program based on the program's effectiveness over the last four and half years and because of the importance of the program. The program greatly enhances the quality and quantity of work and the performance management of the organization. The organization has benefited from implementing the system agency wide and will continue to benefit from the program as it evolves and is continuously improved.

We are requesting an additional 1% for each merit pay compensation rating category based on our experience with salary administration practices. A separate study was conducted by Human Resources to determine methods to improve SCAG's ability to attract and retain employees. This study is covered more thoroughly in the information item 6.1. However, in summary, this is an additional component that will assist SCAG in attracting and retaining high quality employees.

FISCAL IMPACT:

Each year SCAG applies the merit pay amounts within the established range based on the rating distribution and budget availability. It is anticipated that the next round of ratings will follow a similar pattern and that adequate funds are budgeted to cover the requested increase of 1% at the top of each range. SCAG will still retain the discretion to withhold the upper ends of the range if budget is not available to cover the rating distribution.

Reviewed
by:

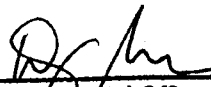


Division Manager

Reviewed
by:

Department Director

Reviewed
by:



Chief Financial Officer